Help with Onboarding Forms

Office of Human Resources
Onboarding Forms Checklist

1. Tell us about yourself
   Complete your demographic and biographical employee record.

2. Complete your W-4

3. Specify your payroll deposit account
   Have your checking account information ready. All UD paychecks are directly deposited to your bank account.

4. Select your additional tax withholdings
   Optional

5. Bayh-Dole Act

6. Voluntary Self-Identification of Disability
   Optional

7. I-9 Form

LOG OUT
Important! To protect your personal information, be sure to log out and close your web browser when you are done accessing services that require authentication.
Tell Us about Yourself
Employee Demographic Data (EDD)

Are you a US Citizen or Permanent Resident? **YES**
• Enter your permanent address

Addresses
• Do not abbreviate address names
• Spell out names like “Street, Road, North, Second”, etc.
Tell Us about Yourself
Employee Demographic Data (EDD)

Are you a US Citizen or Permanent Resident?  NO
- Enter your permanent home country address
- Enter your local address

Address
- Do not abbreviate address names
- Spell out names like “Street, Road, North, Second”, etc.

Error Message
- If you are not a US Citizen or Permanent Resident, you will see this error message if you select United States.
Complete the following steps to configure your mobile app.

**EDD – Contact Information**

**CONTACT INFORMATION**
- **Campus phone** if unknown, enter 302-831-0000
- **UD Directory Indicator** – how your contact info will display in UD’s online directory
- **Emergency contact name** – type the last name, then first name

**Contact Information**

- **Home phone**: 302-555-1111
- **Cell phone**: 302-555-2222
- **Campus phone**: 302-831-0000
- **UD Directory Listing**: Choose one
- **Emergency contact name**: Flintstone, Wilma
- **Emergency contact phone(s)**: 302-555-3333
- **Relationship**: Choose one
**EDD – Education**

**Education**
- This section is required
- **Highest education level**
  - HS = high school
- **School type** – if neither applies, choose “Undergrad (UNG)”

**Degree, Major, Institution, Date acquired**
- If you have no degrees above high school, skip this section, it is optional
**Entering Degrees (optional):**

- **Degree** – if your specific degree is not in the list, choose the closest equivalent
- **Major** - if your exact major is not in the list, choose one that is closest to your major
- **Institution code** – use the lookup to find your institution
- **Date acquired** – if you don’t have the exact date, enter your best estimate

**Click the Save button to enter another degree**

**Repeat the steps for any additional degree(s)**
**Languages**

- Language information is optional

### Languages Table

<table>
<thead>
<tr>
<th>Language</th>
<th>Speak</th>
<th>Read</th>
<th>Write</th>
<th>Native</th>
<th>Translator</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Polish (PL)</td>
<td>Low (1)</td>
<td>Low (1)</td>
<td>Low (1)</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

2. Select one language and submit.
EDD – Keywords

Keywords
• Optional – add keywords in your area of expertise.

Keywords

Keywords are single words which, when combined, describe the employee's expertise or area of research. Faculty and UD experts are encouraged to complete this section.

Keyword | Action
--------|--------
SAFETY  | ![Save](green)
EDD – Certification

Certification
• Click the certification box
• Enter your First and Last names to certify the information you provided
• Click the Next step button

![Certification Form]

Certification:

By entering my name below, I acknowledge that the information provided in this form is true, accurate, and complete to the best of my knowledge.

E-signature:

First: Fred
Last: Flintstone

(type Fred)
(type Flintstone)

[Exit without saving]  [Save & exit (not submitted)]  [Next step]
EDD – Routing

![Routing Screen]

- **Form Originator**: Flintstone, Fred
- **Approver**: HR SA
- **Copy**: Flintstone, Fred
- **Copy**: HR PS

Options: Previous step, Exit without saving, Save & exit (not submitted), Finish & submit
## W-4 Form – U.S. Citizens
Determines your federal and state payroll taxes

Enter no. of exemptions:
- **1. SINGLE line**
- **2. MARRIED line**
- **NOT both**

State exemptions:
- You must enter a number in **State of DE** box, regardless of the state you live in.
- If you live in Maryland, enter a number in the **State of MD** box.
- Leave **State of MD** blank if you do not live in Maryland.
- If you live in a state other than DE or MD, check with your state about how your state taxes are paid.

Enter exemptions in lines 3 – 5, only if they apply to you.
If you are not a U.S. Citizen, you must enter 1 for Federal and State of DE boxes on the SINGLE line, even if you are married.

Do not enter anything in lines 2 – 5.
W-4 Form (cont’d) – Wilmington Tax

Wilmington zip codes subject Wilmington Tax to include:
- 19801 (all)
- 19802 (all)
- 19803 (#1700-1704 Augustine Cutoff only)
- 19805 (partial)
- 19806 (most)
- 19807 (very small parts)

Select Yes, if you live or work within the city limits of Wilmington, DE.
Certification:
- Choose “I agree”
- Type your name exactly how it appears at the top of the screen

Skip the Routing and Authorization section and click Finish & submit
UD requires employees to have a bank account and direct deposit of pay. (If you do not have a bank account yet, do not submit this form.)
Complete this form and submit bank account documentation by one of these methods:
- Upload your bank account information with this form
- OR bring account information to your initial onboarding appointment.

Documentation suggestions:
- Voided check
- Screen print of your bank account info
- Letter from your bank
- Digital photo of one of these documents

Documentation must include both your account number and the bank’s routing number.
Local Bank

Open a PNC bank account at their office in the Trabant University Center.

PNC has several ATMs on the Newark campus.
Enter the amount of additional federal or state tax you want withheld from your pay. This form only allows extra withholding for Delaware and Maryland state income taxes.

Skip the Routing and Authorization section and click Finish & submit.
This form acknowledges that, as a UD employee, you are assigning to the University of Delaware any discovery, invention or algorithm that you conceive while working on federally funded research or other sponsored projects.

You further acknowledge your understanding that you will share in any revenues from such inventions as described in the University policy called Intellectual Property Protection, Ownership, and Commercialization.
This form is optional. If applicable to you, please complete this short form and read the related information available with this link.
# I-9 Form

**LISTS OF ACCEPTABLE DOCUMENTS**

All documents must be **UNEXPIRED**

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

<table>
<thead>
<tr>
<th>LIST A</th>
<th>LIST B</th>
<th>LIST C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documents that Establish Both Identity and Employment Authorization</td>
<td>Documents that Establish Identity</td>
<td>Documents that Establish Employment Authorization</td>
</tr>
<tr>
<td>1. U.S. Passport or U.S. Passport Card</td>
<td>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td>
<td>1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</td>
</tr>
<tr>
<td>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</td>
<td>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td>
<td>2. Certification of report of birth issued by the Department of State (Form DS-1350, FS-545, FS-240)</td>
</tr>
<tr>
<td>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</td>
<td>3. School ID card with a photograph</td>
<td>3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</td>
</tr>
<tr>
<td>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport, and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</td>
<td>5. U.S. Military card or draft record</td>
<td>5. U.S. Citizen ID Card (Form I-157)</td>
</tr>
<tr>
<td>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</td>
<td>6. Native American tribal document</td>
<td>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</td>
</tr>
</tbody>
</table>

Bring originals of your acceptable documents to your onboarding appointment:

- One document from **List A**
- OR
- One from **List B** and one from **List C**

[www.uscis.gov/i-9](http://www.uscis.gov/i-9)
Logout

Welcome New Employees

Tell us about yourself
Complete your demographic and biographical employee record.

Complete your W-4

Specify your payroll deposit account
Have your checking account information ready. All UD paychecks are directly deposited to your bank account.

Select your additional tax withholdings
Optional

Bayh-Dole Act

Voluntary Self-Identification of Disability
Optional

I-9 Form

LOG OUT
Important! To protect your personal information, be sure to log out and close your web browser when you are done accessing services that require authentication.
### Onboarding Appointment Reminders

<table>
<thead>
<tr>
<th>Prior to appointment</th>
<th>Bring to appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Complete all required Onboarding Forms</td>
<td>• I-9 Form documentation (originals)</td>
</tr>
<tr>
<td></td>
<td>• Direct Deposit documentation</td>
</tr>
</tbody>
</table>
Questions?
Contact Office of Human Resources
302-831-2171