

# **HIRING PROCEDURES FOR NEW STUDENT EMPLOYEE**



## New Student Employee Checklist

Employee Name: \_\_\_\_\_ SMU ID #: \_\_\_\_\_  
If you don't have an SMU ID, HR will assign one.

Start Date: \_\_\_\_\_

Complete the following steps **on or prior to your first day of work:**

**SMU Y Xi Udt: Jbh aj bjh hc** Department of Human Resources on or prior to your first day of work to complete the *Form I-9* and present documents to a HR representative that establish identity and work authorization.

The list of acceptable documents to complete the *Form I-9* is on the following page. Please bring your documents to HR.

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## 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.

<b>LIST A</b> <b>Documents that Establish</b> <b>Both Identity and</b> <b>Employment Authorization</b>	
<ol style="list-style-type: none"><li>1. U.S. Passport or U.S. Passport Card</li><li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li><li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li><li>4. Employment Authorization Document that contains a photograph (Form I-766)</li><li>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:</li></ol> <ol style="list-style-type: none"><li>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form</li></ol>	

## Your Payroll Direct Deposit Information in my.SMU

To view/enter/update your direct deposit information, navigate to Self Service > Payroll and Compensation > Direct Deposit.

Your current banking information for payroll deposits will be displayed on the screen.

It is essential that you have accurate banking information to establish or update your direct deposit account record. Typically this information can be obtained by

- a. Contacting a customer service number for your financial institution
- b. Visiting a local bank branch or office, or
- c. Viewing your account information online within your bank's Web portal.

Direct deposit changes will be reflected on your next paycheck processed by SMU, as feasible – so, update your account information as soon as you know a change is needed.

- o A general guideline (to ensure your changes are reflected on your next paycheck) is to have your direct deposit information updated in my.SMU by the "TIMEaccess & Elec.Extra Comp Approval Date" indicated on the [Payroll Processing Schedule](#) for the specific pay date.
- o If a paycheck for you is being processed at the time you submit your changes



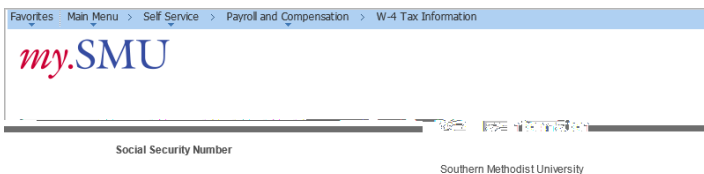
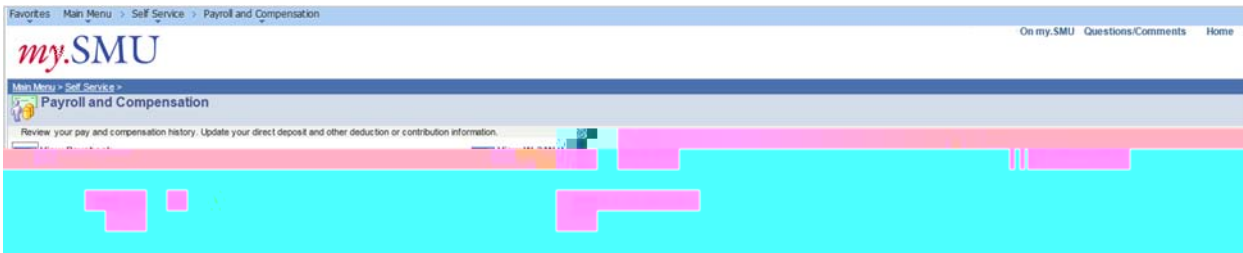
## Your W-4 Elections in *my.SMU*

Go to <https://my.smu.edu/> and log in with your user name (SMU ID#) and password. You can make W-4 elections online via the Self Service area of my.SMU.edu under Payroll and Compensation. Please note that job data must be entered before you can make these elections. Check with your department to ensure that a Payroll Authorization Form (PAF) was submitted and that job data has been entered for your new job.

Please refer to our [Payroll Taxes](#) page for additional information, as well as [IRS instructions and worksheet](#) for properly completing the Form W-4. (Instructions are located at the top of the 1st page; the worksheet is on the 2nd page.)

Please note that the new information will be submitted immediately, but may not be reflected on the next paycheck if we are in the middle of processing a payroll.

Log in to my.SMU, go to Main Menu>Self Service>Payroll and Compensation>W-4 Tax Information



I can calculate the correct amount of tax to withhold from your pay. Federal  
You must complete Form W-4 so the Payroll Department

