

BEFORE YOU BEGIN..

- ✓ Please do not print double-sided
- ✓ Read the instructions pages carefully
- ✓ You only need to print the pages that need to be filled out.
- ✓ Click on the attachments on the left to open the forms. (If you do not see attachments, click on the paper clip on the left.)

Pre-Orientation New Hire Paperwork

- ▶ ***The following instructions are to assist you as you are completing these New Hire Paperwork forms; please read them carefully as you complete each form.*** If you do not read the instructions carefully, you may fill out unnecessary forms or turn in incomplete paperwork.
- ▶ All forms should be completed in blue or black ink *only*. Please print legibly on all forms and complete all forms in their entirety, unless otherwise directed.
- ▶ Do not use white out on any forms. If you make a mistake, you may cross off what you have written and initial next to it.
- ▶ **Your name must be written exactly as it is on your Social Security card, so before you begin, verify how your name appears on the card to be sure it is correct.**
- ▶ Please bring any questions you may have to orientation. If you are unable to complete a form due to a question, continue to the next form.
- ▶ You will be making benefits elections during Orientation, so please review the benefits options beforehand and be prepared to make a selection. To review the benefits available, please visit NAPEBT's website at www.napebt.com, and click on The City of Flagstaff. This will take you to a listing of benefits offered through NAPEBT (the City may offer additional benefits); click on a benefit option to see additional information about that benefit, including cost and Summary of Benefits.
- ▶ Please have forms completed prior to your scheduled Orientation date, and bring them with you when you come to Orientation. Orientation will be held in the Human Resources Division located inside City Hall at 211 W. Aspen Ave. Please bring the following when you come:
 - Identification for your I-9 (see instructions below).
 - Social Security Card (for payroll purposes only).
 - Drivers License or State ID Card.
 - Completed forms.

If you do not bring these items, we may not be able to process your paperwork correctly.

Payroll Maintenance Form

1. Please complete this form in its entirety.
2. Endorsements and Restrictions are listed on the back of your driver license.

Arizona Form A-4

This form is to determine the taxes to be withheld from your paycheck by the State of Arizona, and is based on a percentage of your federal income tax withholdings. For further instructions on completing this form, see **Employee's Instructions** at the top of the form.

1. Choose check box 1 or 2.
2. If you select check box 1, select an associated percentage.

Form W-4

This form is to determine the amount of federal incomes tax to be withheld from your paycheck.

TIP:

Remember to select your marital status (check one box only) in box 3.

1. The **Personal Allowances Worksheet** is a worksheet to assist you in determining the number of allowances to claim. It is not required.
2. Complete boxes #1–7 on the bottom half of the form, **Employee's Withholding Allowance Certificate**, and sign and date the form.
 - a. You must complete either box #5 or box #7, but may *not* complete both.
 - b. Boxes #8–10 are for employer's use.
3. **Deduction and Adjustments Worksheet** and **Two-Earners/Multiple Jobs Worksheet** are to be completed only if you need them to assist you in filling out the **Employee's Withholding Allowance Certificate**. They are not required.

Form I-9

This is a federal form used to verify your identity and eligibility to work in the United States.

TIP:

Remember to check one box under "I attest under penalty of perjury that I am:"

1. Complete **Section 1. Employee Information and Verification** *only*.
2. *Do not* complete **Section 2. Employer Review and Verification**.
3. When you return the form to Human Resources, you will need to bring identification from the **Lists of Acceptable Documents**. This will include either:
 - a. One (1) item from **List A** or
 - b. One (1) item *each* from **List B** and **List C**.
4. For more detailed instructions on completing the Form I-9, see the instruction pages preceding the form.

Direct Deposit/Pay Card Election Form

You may elect to have your paycheck direct deposited into your bank account or loaded onto a Pay Card. If you do not make an election, you will be issued a Pay Card. If you choose Direct Deposit:

1. You can choose up to 3 checking and/or savings accounts to deposit your check into.
2. A voided check or savings deposit slip is *required* for each account. If you do not have checks or deposit slips, you can request a direct deposit form from your bank(s) which will list your account and routing numbers and can be substituted for a voided check and/or savings deposit slip.
3. This form can be completed and turned in to either Human Resources or Payroll at any time during your employment with the City.

TIP:

If you use a direct deposit form from your bank as backup, it does not replace the City's Payroll Direct Deposit Authorization form

Designation of Beneficiary – Final Pay Check

In the event of your death, Payroll and Human Resources must have information regarding the designation of a beneficiary for your final paycheck.

1. You do have the option to choose to have the check deposited directly into your checking account, as long as your paychecks are being directly deposited. However, you still need to complete the **Primary Beneficiary Information**.
2. If you do not choose direct deposit, *include both beneficiary designations (Primary and Alternate)*.

Outside Employment Information Form

If you are currently self-employed and/or employed in a second job, in addition to your regular City employment, you must complete an “Outside Employment Information Form” and submit it to your division head for signature. This form should be filled out in its entirety and returned to your division head. If you are not currently employed in a second job, it is not necessary to complete this form, but should you at any time consider a second job, you must secure approval from your division head.

This Employer Participates in E-Verify



This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

IMPORTANT: If the Government cannot confirm that you are authorized to work, this employer is required to provide you written instructions and an opportunity to contact SSA and/or DHS before taking adverse action against you, including terminating your employment.

Employers may not use E-Verify to pre-screen job applicants or to re-verify current employees and may not limit or influence the choice of documents presented for use on the Form I-9.

In order to determine whether Form I-9 documentation is valid, this employer uses E-Verify's photo screening tool to match the photograph appearing on some permanent resident and employment authorization cards with the official U.S. Citizenship and Immigration Services' (USCIS) photograph.

If you believe that your employer has violated its responsibilities under this program or has discriminated against you during the verification process based upon your national origin or

citizenship status, please call the Office of Special Counsel at 1-800-255-7688 (TDD: 1-800-237-2515).

NOTICE:

Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.

Employment Verification.  **Done.**

For more information on E-Verify, please contact DHS at:

1-888-464-4218



E-VERIFY IS A SERVICE OF DHS AND SSA