Guidelines for Completion of New Employee Paperwork

In order to receive a paycheck, all new employees must complete the following paperwork on or before their start date. Please return this paperwork to UNI Human Resource Services located at 027 Gilchrist, Cedar Falls, IA 50614-0034 for processing.

1. UNI Personnel Data Form
   - Complete this form in its entirety (exception: “Assignment Information” may be left blank if unsure of this information).

2. Form W-4 (Federal Withholding)
   - Complete the lower 1/3 of this form starting with item one (1) through “Employee Signature”. Make sure and enter the total number of allowances on line five (5). (Please Note: You cannot enter a number for allowances on line five (5) and claim exempt, it is one or the other. Guidelines for claiming exempt are located on the top section of this form.)

3. State W4 Form (State Withholding)
   - Iowa State W4 Form (Bottom Half). Complete this entire section, making sure you put the number of allowances on line six (6). (Please Note: You cannot enter a number for allowances on line six (6) and claim exempt, it is one or the other. Guidelines for claiming exempt are located on the back of this form.)

   - Section 1: Complete Section one (1) in its entirety, which begins with “Employee Name” and ends with “Employee Signature and Date”. Make sure and check one of the boxes under, “I attest, under penalty ...
   - Please bring original identification documents for us to view, copy, and attach to Form I-9, which verifies identity and eligibility for employment. Human Resource Services must view your original documents; we cannot accept copies. A list of acceptable documents is located on the back of Form I-9.
   - You may choose either one document from column “A”, or two (2) documents, one document from column “B” and one document from column “C”. Please Note: Federal law requires that we terminate employment of employees that do not complete this by the third day of employment.

5. Direct Deposit
   - The method of payment at UNI is Direct Deposit. Please complete the Direct Deposit Authorization Form, attaching a blank check with the word “Void” written across it. Do not use a deposit slip.

Revised 07/2015