

Instructions for New-Hire Paperwork

Application and attachments:

Please complete the application for our records. You're welcome to attach a copy of your resume, in lieu of filling in the employment record on page two, but please make sure to still sign and date at the bottom.

Also, please complete the attached authorization for background check.

Employee Information Sheet:

This form is for HR purposes only and the information will not be used or distributed for any other means.

Direct Deposit:

We will need the complete name of the bank or financial institution. The routing number is the first set of numbers on your check and the account number is the second set of numbers. We will need a voided check attached to your direct deposit form. Please ensure that you have indicated whether it is checking or savings and if you want the net amount or a specific portion deposited. If you do not know your PRN yet do not worry because we will take care of that for you. Please make sure that you sign and date the form and print your name on the specified line.

Tax Forms:

This can be tricky when an associate lives out of state but works for the University in Maine. Each state can be different in regards to state tax. However, go ahead and complete the Maine State Tax form. When you file your taxes your state will work with you regarding the Maine State Taxes that you paid and either reimburses you the amount of taxes you paid in Maine or pro-rate according to the State you reside in. Remember to please sign and date your Federal and State Tax form and indicate the amount of allowances you wish to claim along with your basic information requested on the form.

Confidentiality Agreement:

Please read the agreement and complete the bottom portion of the document.

I9 Form:

This is a Government form that indicates whether an individual is eligible to work in the United States.

Please complete **Section 1. Employee Information and Attestation** , then sign and date.

If you are able to come into the UNE Human Resources department, on or before your start date, please bring original documents as listed on page 9: List of Acceptable Documents. If you choose an **ID from list A** you will only need one form of ID. If you choose **ID from list B or C** you will need one form of ID from both of those lists.

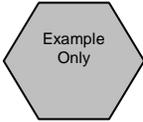
If, however, you are unable to be present in our office to verify your original Ids, we ask that you please bring original documents as listed on page 9: List of Acceptable Documents to a notary as a trusted, bonded witness, to certify the original document(s) presented in front of them. If you choose an **ID from list A** you will only need one form of ID. If you choose **ID from list B or C** you will need one form of ID from both of those lists.

The document(s) do not need to be notarized, but the notary/authorized individual needs to sign and date, indicate title and print Last and First name. Please refer to example below where the black arrows indicate.

Certification

I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): _____ (See instructions for exemptions.)



Signature of Employer or Authorized →		Date (mm/dd/yyyy) →	Title of Employer or Authorized → <i>Authorized Representative of UNE</i>	
Last Name (Family Name) →	First Name (Given) →	Employer's Business or Organization Name → <i>University of New England</i>		
Employer's Business or Organization Address (Street) <i>11 Hills Beach Rd.</i>		City or Town <i>Biddeford</i>	State <i>ME</i>	Zip Code <i>04005</i>

Parking:

To purchase your UNE Parking Permit, follow the directions on the enclosed sheet. You may do this from your home.

Please feel free to contact the Human Resources Department if you have any questions regarding your paperwork. 207-602-2339