Mentor Payroll Form Instructions & Completion Checklist

HUMAN RESOURCES INDIVIDUAL DATA SHEET: Provides information necessary to be set up in USM's payroll system.

- ☐ Complete Section 1: ***Personal Data***
- ☐ Complete Section 2: ***Mailing Information***
- ☐ Complete Section 3: ***Emergency Contact***
- ☐ Sign & date form

*It is **not** necessary to complete Education and Professional License sections.*

New I-9 Form: **Employment Eligibility Verification**

- ☐ Complete ***Section 1*** on **page 1**
- ☐ Attest to your citizenship or immigration status by checking one of the following four boxes provided on the form.
- ☐ Sign & date form at the end of Section 1

You **must** have your I-9 Form verified by your Intern's Supervisor, Cohort Advisor, your School Principal, your School Assistant Principal or come to USM in Gorham so that the Office of Educator Preparation Staff can do the verification. They will complete the section on **page 2** below where it says "employee's first day of employment" by examining evidence of your identity & employment authorization. You must present one selection from List A ***OR*** a combination of one selection from List B **&** one selection from List C for verification. **Lists of Acceptable Documents are listed on the last page.** They will sign the form in the area directly above Section 3.

AUTHORIZATION AGREEMENT FOR PAYROLL DIRECT DEPOSIT: USM requires all payroll be direct deposited to the employee's financial institution of their choice.

- ☐ Fill in name & phone number.
- ☐ Must complete #1, including account # and routing #
- ☐ Sign & date form

*A voided check or bank's form letter is **not** needed, as long as bank routing # and account # is provided.*

FORM W-4 ME:

- [ ] Complete #1 - #6
- [ ] Sign & date form *(Signature line is located half way down form)*

FORM W-4 (Federal):

- [ ] Complete #1 - #7
- [ ] Sign & date form

Forms to be forwarded to: Colleen Pleau, USM, 37 College Avenue, 8 Bailey Hall, Gorham, ME. 04038

Upon receipt of these completed forms, you will be entered into the University payroll system. If you have any questions regarding this process, please contact me at colleen.pleau@maine.edu or #780-5772.

Thank you