



OFFICE OF HUMAN RESOURCES

Welcome to Utica College! In order for you to be eligible for work and be processed into the computer system for employment and computer access capabilities, we need you to complete the following items as indicated:

- **Employment Eligibility Form (I-9):** Utica College is required by law under the Department of Homeland Security to secure proper documentation that proves you are eligible for employment. Enclosed you will find a list of acceptable documents to use for this purpose and the form that needs to be completed by a representative from the Office of Human Resources or approved by a Notary Public. **This form must be completed within three days of your date of hire by law.** You will not be eligible for employment at UC until this form is completed and returned to the Office of Human Resources. For more detailed instructions, see reverse of this form.
 - **Transcripts:** All Utica College faculty are required to provide the Office of Human Resources with official transcripts from the College/University where you obtained your highest degree. Utica College does prefer to receive transcripts whenever possible. Official electronic transcripts can be e-mailed to hr@utica.edu. **Transcripts must be received within 30 days of your hire date.**
 - **Voluntary Self-Identification of Disability:** Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities. Completing this form is voluntary, but we hope you will choose to fill it out. Any answers given will be kept private and will not be help against you in any way.
 - **Federal W-4 tax withholding form:** This is a required document that must be completed and received by the Office of Human Resources prior to your date of hire.
 - **NYS Withholding Allowance Certificate:** This is a required document that must be completed and received by the Office of Human Resources prior to your date of hire. If you do not file Form IT-2104, your employer may use the same number of allowances you claimed on federal Form W-4. **Florida residence are exempt from New York State taxes. Please make sure to complete the form using your Florida mailing address and write EXEMPT for line 1.**
 - **Direct Deposit for payroll:** As an adjunct faculty member, we strongly encourage you to sign up for direct deposit of your paycheck to the financial institution of your choice. Please return the form with your bank information included (for example a voided check). If you do not have checks, please contact your bank for documentation. You need to sign up to receive electronic paystubs or you may access your pay info on Banner Web for Employees. Please contact our Payroll office by e-mail at payroll@utica.edu for assistant in setting up this process.
 - **Confidentiality Statement:** You are required to review, sign and return the UC Employee Confidentiality form on or before your date of hire.
 - **Title IX Letter:** All Utica College employees are required to complete this online training within 30 days of your hire date. You may access the training at the following link: <https://www.utica.edu/college/tix/training.cfm>
 - **Hepatitis B Vaccination:** If you are a new employee being hired in Nursing, Occupational Therapy, Physical Therapy or Psychology-Child Life, we must offer you the opportunity to have your Hepatitis B vaccination series within 10 days of hire at no cost. A voluntary Employee Hepatitis B Vaccination Program Form is enclosed if applicable
 - **Obtaining/Resetting Username and Password:** Step-by-step directions for setting up your Utica College password.
- Commission for Independent Education Florida Department of Education:** This is a required document that must be completed and received by the Office of Human Resources prior to your date of hire. **Please note, this form must be notarized.**
- **TIAA-CREF:** As an adjunct faculty, you are eligible to participate in the College's Voluntary Tax Deferred Annuity through Tiaa-Cref. To enroll online, go to www.tiaa-cref.org/utica. When enrollment is completed, forward the completed Voluntary Salary Reduction form to the Office of Human Resources.

Please contact the Office of Human Resources at 315-792-3276 or ucadjuncts@utica.edu for any questions you may have regarding this information.

I-9 Employment Eligibility Verification Form

Please follow the tips below to insure timely receipt of your I-9 form:

LOCAL EMPLOYEES

If you are in the immediate area you can either:

- Stop into the Office of Human Resources in room 124 of Adison Miller White Hall to complete your I-9 Form. Make sure that you bring us with the original document(s). A list of acceptable documents is found on the reverse side of the I-9 Form.
- Or follow the procedure below

DISTANCE EMPLOYEES

If you live outside the area you may:

- 1) Take your form and documentation to a notary public and follow instructions below (additional instructions attached)
 - You will be required to complete section 1 of your I-9 form. Be sure that you sign and date the form at the bottom of section 1.
 - Take your required original documents and I-9 form to a notary public, usually found in a financial institution. The notary public is required to see original documents as outlined on the reverse side of the form. Original documents fulfilling the requirements must be presented to the notary public to be copied. Once your documents are copied, ask the notary to notarize the copies.
 - **The notary must then complete section 2 in full and sign in the certification section of the I-9 form.** The notary has verified the original documents and so they must be the representative completing section 2.
- 2) Or you may take your form to a partnering institution. A list of institutions closest to you is enclosed. Please contact Kristin Phelps in the Office of Human Resources at (315) 792-3458 to set up an appointment at a partnering institution in your area.
 - Send your I-9 form with section 1 & 2 complete, and notarized copy of the documents to:
Utica College
Office of Human Resources
1600 Burrstone Road
Utica, NY 13502
 - **Fax copies are not acceptable**

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