

Human Resources

New Hire Paperwork Instructions



New hire paperwork must be completed in person with HR

- Please visit our office in the Humanities building, room 203
 - Monday-Friday 8am-5pm, no appointment needed. Closed major holidays.
- You are eligible to start working the day the I-9 is submitted; you may wait until you return to Bellingham to complete the paperwork as long it is done before your start date.
- *If you have worked for Western in the past, you may not need to complete another I-9. Contact us with your W# to confirm*
- Faculty/Staff- to ensure account set up by your start date, complete paperwork at least two weeks prior.



Bring your acceptable forms of ID

- See the next page for a list acceptable IDs.
 - These must be original, unexpired documents.
 - **Photos or photocopies are not accepted, we must verify the physical ID.**
- If you are need of a work visa, please let us know.



If you are not able to visit our office on campus

- Let us know your zip code, and we can look up institutions that participate in the I-9 reciprocal program. These institutions can work with you to complete your I-9 in-person at their location on behalf of Western.
 - contact hr@wwu.edu for more information.



Paperwork checklist

- The HR office has all the paperwork, no need for you to print anything out
 - I-9
 - W4
 - W2 (Optional)

General HR

hr@wwu.edu
Humanities 203 Mon - Fri 8-5
360.650.3774
hr.wwu.edu

Paychecks/Timesheets

hr.payroll@wwu.edu
Call or email for appointment
360.650.2991
hr.wwu.edu/payroll

Benefits/Retirement

hr.benefits@wwu.edu
Call or email for appointment
360.650.4003
hr.wwu.edu/benefits-disability-and-leaves

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LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.

* Documents extended by the issuing authority are considered unexpired.

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

Examples of many of these documents appear in the Handbook for Employers (M-274).

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> U.S. Passport or U.S. Passport Card Permanent Resident Card or Alien Registration Receipt Card (Form I-551) Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa Employment Authorization Document that contains a photograph (Form I-786) For an individual temporarily authorized to work for a specific employer because of his or her status or parole: <ol style="list-style-type: none"> Foreign passport; and Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> The same name as the passport; and An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 		<ol style="list-style-type: none"> Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address School ID card with a photograph Voter's registration card U.S. Military card or draft record Military dependent's ID card U.S. Coast Guard Merchant Mariner Card Native American tribal document Driver's license issued by a Canadian government authority <p>For persons under age 18 who are unable to present a document listed above:</p> <ol style="list-style-type: none"> School record or report card Clinic, doctor, or hospital record Day-care or nursery school record 		<ol style="list-style-type: none"> A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> NOT VALID FOR EMPLOYMENT VALID FOR WORK ONLY WITH INS AUTHORIZATION VALID FOR WORK ONLY WITH DHS AUTHORIZATION Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal Native American tribal document U.S. Citizen ID Card (Form I-197) Identification Card for Use of Resident Citizen in the United States (Form I-179) Employment authorization document issued by the Department of Homeland Security <p>For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/i-9-central.</p> <p>The Form I-786, Employment Authorization Document, is a List A, Item Number 4, document, not a List C document.</p>
<p>Acceptable Receipts</p> <p>May be presented in lieu of a document listed above for a temporary period. For receipt validity dates, see the M-274.</p>				
<ul style="list-style-type: none"> Receipt for a replacement of a lost, stolen, or damaged List A document. Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual. Form I-94 with "RE" notation or refugee stamp issued to a refugee. 	OR	<ul style="list-style-type: none"> Receipt for a replacement of a lost, stolen, or damaged List B document. 		<ul style="list-style-type: none"> Receipt for a replacement of a lost, stolen, or damaged List C document.

*Refer to the Employment Authorization Extensions page on [I-9 Central](#) for more information.