



## Policy

Title:	Employment Eligibility
Effective Date:	May 15, 2017
Approved By:	President's Council
Responsible Party:	Vice-President for Administration
History:	
Related Documents: Background Checks & Employment Verifications Policy;	

### I. PURPOSE

Salus University is committed to complying with state and federal laws concerning employment eligibility of employees hired to work in the United States.

### II. DEFINITIONS

**Form I-9:** The Employment Eligibility Verification Form (I-9) is a federal form issued by the United States Citizenship and Immigration Services. This form is used by an employer to verify an employee's identity and to establish that the worker is eligible to accept employment in the United States.

**Local Earned Income Tax/Residency Certification Form:** This form is required by the Commonwealth of Pennsylvania. It is certification of an employee's local residency municipality (City, Borough, and/or Township) for tax purposes.

**W-4:** Otherwise known as an Employee's Withholding Allowance Certificate. This is a federal form required to be completed by all employees by the Internal Revenue Service (IRS). The W-4 form indicates to the employer the amount of tax an employee has requested to be withheld from their paycheck.

### III. POLICY

In order for individuals to be employed by the University, they must present certain documents that establish their identity, verify their eligibility to work in the United States, and make provisions for appropriate tax withholding so that required new hire paperwork can be completed.

#### **IV. PROCEDURE**

All new employees must complete the following forms:

- **W-4**
- **Local Earned Income Tax/Residency Certification Form**
- **I-9**

In order to complete the federal & state W-4 forms, individuals must have a U.S. Social Security Number (SSN), or evidence that they have made application for an SSN. The Office of Human Resource Services and Payroll office cannot proceed with the hiring process until the individual has properly completed the federal W-4 form.

Nonresident alien employees who are work-eligible, but who do not have a social security number and are unable to apply for one until a date specified by the local Social Security Office, are exempted from these requirements at the time of hire. Nonresident alien employees must promptly apply for a Social Security card and show it to the Office of Human Resources immediately after its receipt. Nonresident employees may be hired, work, and be paid without a Social Security number as long as their authorization for employment is valid according to the I-9 information provided below.

The Immigration Reform and Control Act (IRCA) requires that the I-9 employment verification process be completed in person by the Office of Human Resources or by an agent designated to act on behalf of the University and perform the required document inspections for each employee hired or rehired after November 7, 1986. The failure of the employee to provide the required documentation within three business days of the commencement of employment will result in removal of the employee from the payroll system until the documentation is completed and submitted.