

## Employer Support Services

### New Employee Paper Work Completion Instructions

- **U.S. Department of Justice Form I-9: REQUIRED**
  - The employee should complete “**Section 1**” of the form.
  - If the employee can either not read or write English a Preparer/Translator may help them complete it. Should that be the case that person must complete the Preparer/Translator Certification section. Otherwise it should be left blank.
  - The worksite employer should then complete “**Section 2**” after review and verification of the employee’s identification. The back of the form has three lists of acceptable ID. If the employee uses an ID from Column A then that is the only required ID. If not the employee must show two pieces of identification one from Column B and one from C.
  - Part of “Section 2” is the Certification in the bold type area is a space for the hire date of the employee. This date should be the day the employee is first hired. The employee’s eligibility to work is required, by law, to be checked on the first day the employee works. A member of your staff at your worksite location is considered our “Authorized Representative” and they will complete the Certification section. Forms we provide have Johnson Employer Support Services listed as the employer. Should you use forms from other sources please list us as the employer.
  
- **Internal Revenue Service Form W-4: REQUIRED**
  - Employee should complete this form.
  - The employee should be made aware that if they claim “Exempt” that we are required to submit the form to the IRS. The same rule applies to forms claiming 10 or more allowances. Also forms submitted with these claims are only valid for one year and it is the employee’s responsibility to request a new form and submit it to us no later than January 31<sup>st</sup> of each year. Should we not receive them by that time the employee’s Federal withholding will change to Single with One (1) allowance.
  
- **New Employee Notice: REQUIRED**
  - Employee should read and sign this form.
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- **Payroll Status Change Form: REQUIRED**
  - This is the form you will use when you first hire an employee and in the future when there is a change that you need to inform us of. PLEASE PRINT the information on this form clearly. Often we have trouble reading critical information provided by the employee on the forms they complete. This form provides the information we enter in to our system so we must be able to read it.

Law or our internal processes require the forms above. In the case of the I-9 we cannot release a paycheck to an employee without having a completed copy on file. In the case of the others we will default the employee’s withholding to Single & One (1) allowance until we have a form on file.

- **Direct Deposit:** Only needed if the employee would like their paycheck deposited directly to their checking or savings account. There is no cost for this service.
- **Authorization for Payroll Deduction:** Required if the employee is to have money withheld from his paycheck other than for court ordered garnishments.

If you have any questions please contact our office at 800-689-9172.