



# New Hire Center

*User's Guide*



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# New Hire Center Introduction

Starting on March 29, 2022 the New Hire Center will be implemented to improve the process with onboarding new employees.

## **Please Note:**

The New Hire Center is a tool used for new hires that match the following criteria:

- Has never been employed with Virginia Tech
- Last paid date has been more than 12 months

The chart below shows the current systems used for each position type and the information that is obtained from the new hire.

	PageUp Onboarding	Banner	HokieSpa/One Campus	Department Provides Link
<i>Personal Information</i>	Faculty/Staff/ Non-Student Wage	Other Wage Types, GA, Adjuncts		
<i>Emergency Contacts</i>	Faculty/Staff/ Non-Student Wage	Other Wage Types, GA, Adjuncts		
<i>Race/Ethnicity</i>	Faculty/Staff/ Non-Student Wage	Other Wage Types, GA, Adjuncts		
<i>Voluntary Self- Identification of Veteran Status</i>	Faculty/Staff/ Non-Student Wage		Other Wage Types, GA, Adjuncts	
<i>Selective Service Registration Questionnaire</i>	Faculty/Staff/ Non-Student Wage		Other Wage Types, GA, Adjuncts	
<i>Voluntary Self- Identification of Disability</i>	Faculty/Staff/ Non-Student Wage		Other Wage Types, GA, Adjuncts	
<i>Tax Withholdings</i>			All New Hires	
<i>Direct Deposit</i>			All New Hires	
<i>Online I-9</i>				All New Hires
<i>Conviction Check</i>				Specified New Hires

After implementation of New Hire Center:

	New Hire Center	PageUp Onboarding	Banner	HokieSpa/ One Campus	Dept Provides Link
<b>Personal Information</b>		Faculty/Staff/ Non-Student Wage	Other Wage Types, GA, Adjuncts		
<b>Emergency Contacts</b>	All New Hires				
<b>Race/ Ethnicity</b>	All New Hires				
<b>Voluntary Self - Identification of Veteran Status</b>	All New Hires				
<b>Selective Service Registration Questionnaire</b>	All New Hires				
<b>Voluntary Self- Identification of Disability</b>	All New Hires				
<b>Tax Withholdings</b>	New Hires with a Social Security Number			New Hires without a Social Security Number	
<b>Direct Deposit</b>				All New Hires	
<b>Online I-9</b>	All New Hires				
<b>Conviction Check</b>					Specified New Hires

As the charts show, the new hire experience for employees now align whether the person is in a faculty, staff or wage position.

**Please Note:**

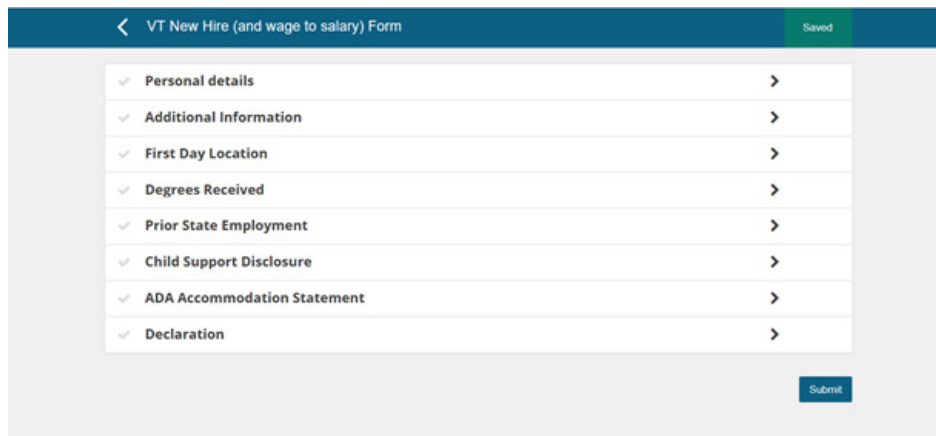
- Personal Information will continue to be obtained through the PageUp onboarding portal or departmental entry through HR Banner.
- Direct Deposit and Conviction Checks will continue to be a separate action.

## Changes in PageUp New Hire Form

For faculty, staff and non-student wage, new hires will continue to fill out information through the onboarding portal through PageUp. **This step is critical because it allows the Virginia Tech ID number to be generated and apply basic information related to their job.**

The following information originally asked on the new hire form in PageUp will now move to the New Hire Center:

- Legal Sex on Birth Certificate
- Ethnicity/Race
- Voluntary Veteran Status
- Voluntary Disability Classification
- Select Service Registration

A screenshot of a web form titled "VT New Hire (and wage to salary) Form". The form has a dark blue header bar with a back arrow, the title, and a "Saved" status indicator. Below the header is a list of eight sections, each with a checkmark icon on the left and a right-pointing arrow on the right: "Personal details", "Additional Information", "First Day Location", "Degrees Received", "Prior State Employment", "Child Support Disclosure", "ADA Accommodation Statement", and "Declaration". At the bottom right of the form is a blue "Submit" button.

## Changes to the Banner Biographical Form

Currently for position types such as emergency hires, sporadic hires and adjuncts departmental enterers are required to enter specific fields to allow the job appointment PAF process to go through.

Due to the changes in the New Hire Center below is a list of fields that only need to be entered.

- First and Last Name
- Email Address
- Date of Birth
- Gender
- Citizenship
- If applicable - Work State and Start Rate (New fields)
- Mailing Address

### **Why are fields such as race, ethnicity and emergency contacts no longer required when creating a biographical record?**

When an new hire completes their hiring packet through the New Hire Center, they will be able to complete this information without providing it directly to the department. Once the hiring packet is completed this information will update the fields on the Banner biographical record.

## New Banner Fields

- **Work State** - This field will default with VA (Virginia) when creating the biographical record. If the new hire is working in a state other than VA, enter the correct location.
- **Start Rate** - This field should only be used if a person is working outside the state of VA (Virginia). For wage employees enter the hourly rate and for adjuncts enter the amount per pay period.

The screenshot shows the 'Virginia Tech Employee Identification PWAEBIO V45 (DVL)' form. The employee's name is Timothy Cat, ID 906533242. The 'Identification & Biographic Information' section includes fields for ID, SSN, Last Name, First Name, Middle Name, Suffix, Pref First Name, Hokie Spa Faculty, Access, and Email Address. The 'Race' section shows a table with Race Code 3 and Race Description 'Native Hawaiian or Other Pacific Islander'. The 'Address Information' section includes Address Type, Mailing Address, and City. The 'Work State' and 'Start Rate' fields are highlighted with a red box.

## Changes After Completion of Packet in New Hire Center

Once an employee completes the packet in the New Hire Center, they will not be able to go back and update/correction information. They will need to go to the following applications to make an update.

### [HokieSPA/OneCampus](#)

- Mailing Address
- Office Address
- Confidentiality Options
- Emergency Contacts
- Chosen First Name
- Personal Pronoun
- Gender Designation
- Ethnicity and Race
- Tax Forms
- Direct Deposit
- Veteran Classification
- Disability Classification
- Selective Service Registration

The screenshot shows the 'Virginia Tech Information System' (Hokie TEAM) interface. It includes a search bar and a list of links for various services: Benefits and Deductions, Most Recent Pay Stub, Pay Information, Graduate Comprehensive Fee Payment Plan, Tax Forms, Current and Past Jobs, Employment Information, Direct Deposit, Veterans Classification, Update Ethnicity and Race, Update Voluntary Self-Identification of Disability Information, Banner 9 Labor Redistribution, and Performance Planning and Evaluation Tool.

### Banner/I-9 (Departmental Enterer)

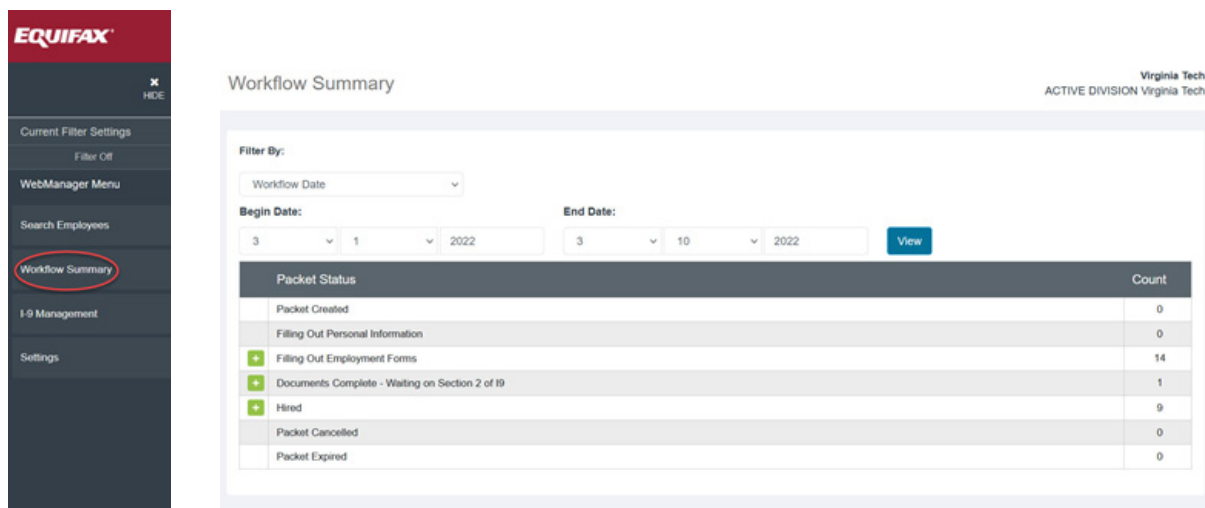
- Legal Sex on Birth Certificate
- Change in I-9 status

## Equifax Compliance Center

When an I-9 processor logs into the Equifax Compliance Center a new section called “Workflow Summary” will be available.

Under the Workflow Summary section an user will be able to enter a date range to view packets and what status they are currently in.

**Please Note:** The Compliance Center will display all new hire packets and their status. The system is not configured to view packets based upon a department’s org number. When selecting a packet status there will be an option to export into an Excel spreadsheet that will help users to filter for their department.



**Workflow Summary**

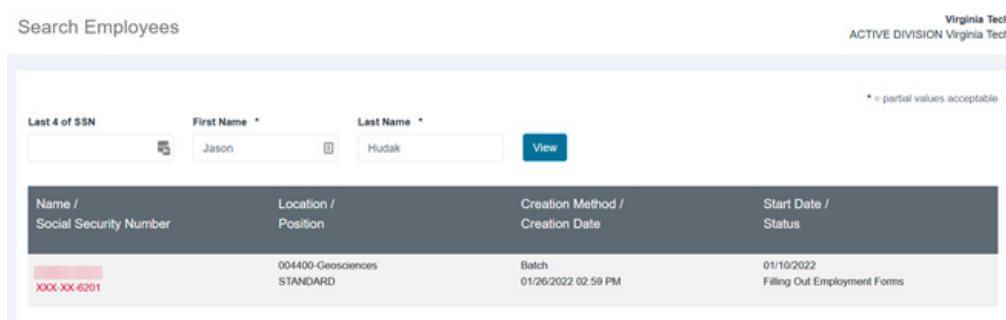
Virginia Tech  
ACTIVE DIVISION Virginia Tech

Filter By:  
Workflow Date

Begin Date: 3 / 1 / 2022 End Date: 3 / 10 / 2022 View

Packet Status	Count
Packet Created	0
Filling Out Personal Information	0
Filling Out Employment Forms	14
Documents Complete - Waiting on Section 2 of I9	1
Hired	9
Packet Cancelled	0
Packet Expired	0

An user can also use the Search Employees section to find an individual and view the packet status.



**Search Employees**

Virginia Tech  
ACTIVE DIVISION Virginia Tech

\* = partial values acceptable

Last 4 of SSN First Name Last Name View

Name / Social Security Number	Location / Position	Creation Method / Creation Date	Start Date / Status
XXX-XX-6201	004400-Geosciences STANDARD	Batch 01/26/2022 02:59 PM	01/10/2022 Filling Out Employment Forms

# Systems Process Timeline

Information will now flow between PageUp, Banner and the New Hire Center.

New hires will need to make sure that they complete the information in the New Hire Center in a timely fashion. If Section 2 of the I-9 is not completed by the third day of employment, their hire date will need to be adjusted.

## Faculty and Staff

New hire packets will be created on a daily basis once a new hire completes the form on the PageUp onboarding portal.

## Other Position Types

Once the job appointment has been approved and applied in Banner through the EPAF process the new hire packet will be generated at the next scheduled time. The department can enter the job appointment prior to or on the start date.

## Timeline

- **3:00am** - VT ID number will be generated for new hires who have completed the new hire form using the PageUp onboarding portal.
- **4:30am, 10:30am, 2:30pm, 6:00pm** - Banner will check the individual's employee status and hire date to determine if their information should be sent to the New Hire Center.

If the hire date is less than 90 days, their information will be sent to the New Hire Center. If their hire date is more than 90 days, they will not be processed until the 90 day mark.

After a new hire packet is created they will receive an email shortly afterwards.

- **10:00am, 3:00pm, 7:00pm** - The I-9 status in Banner will be updated when Section 2 of the I-9 is completed.
- **1:00am** - After completing the packet in the New Hire Center the following information will be updated in Banner: tax withholdings (if applicable), emergency contacts, race/ethnicity, self identification of veteran status or disability and selective service registration.



# Understanding Banner Information

On the PWIEMPV (Employment Verification) page in Banner there is required information needed to allow a new hire to do the following:

- Create an Username (PID).
- Obtain a Google email account.
- Log into HokieSPA to update personal information, tax forms and direct deposit.
- Receive emails to complete the new hire packet in the New Hire Center.

## **Faculty/Staff/Non-Student Wage**

When the individual has completed the new hire form in PageUp and there are no issues with generating an ID number, data under the Employee Information section will be inserted based upon the PageUp offer card. This is a nightly feed that occurs between PageUp and Banner on a nightly basis.

Banner users should notice that there is no job information yet. A new hire should be able to complete actions listed above until their job appointment has been entered.

Employee Verification Form PWIEMPV V2 (DVL)

ID: Timothy Cat

RELATED FORMS: PZIIHS, NOAEPF, PWAEBO

Employee Verification Labor Distribution

EMPLOYEE INFORMATION

Employee Status	Active	Original Hire Date	04/10/2022
Employee Class	3A Fac FT CY Reg AP	VA State Hire Date	
Home Org	025800	Separation Date	
Orgn Desc	VP-Human Resources 0147	Adj. Service Date	04/10/2022
Current Hire Date	04/10/2022	Leave Accrual	
Tech Hire Date		Last Paid Date	

JOB INFORMATION

Position Num		FTE	
Role Title		Band	
Job Status		Other Earnings	
Job Title		Non State Sal	
Job Class Desc		FY Wage Date	05/01/2021
Job Orgn		Total Wage Hrs	0.00
Orgn Desc			

### All Other Position Types

Position types that are entered through the PAF process in Banner (not recruited through PageUp) will need to have data underneath the Employee and Job Information sections.

Due to the PAF functionality in Banner, both pieces of information are entered at the same time. This is needed to allow a new hire (in the other position types) to complete the actions listed above. The process to apply approved PAFs in Banner occurs 4 times a day.

EMPLOYEE INFORMATION	
Employee Status	Active
Employee Class	6E Emergency Hire
Home Orgn	025800
Orgn Desc	VP-Human Resources 0147
Current Hire Date	04/01/2022
Tech Hire Date	
Original Hire Date	04/01/2022
VA State Hire Date	
Separation Date	
Adj. Service Date	04/01/2022
Leave Accrual	
Last Paid Date	

JOB INFORMATION	
Position Num	026205 00
Role Title	Emergency Hire - Pool
Job Status	A Active
Job Title	Office Assistant
Job Class Desc	Emergency Hire
Job Orgn	025800
Orgn Desc	VP-Human Resources 0147
Beg/End Date	04/01/2022 08/09/2022
FTE	****
Band	EH
Rate	15.00
Other Earnings	
Non State Sal	
FY Wage Date	05/01/2021
Total Wage Hrs	0.00

To allow a new hire request access to other systems such as Office 365, Banner, HokieMart, etc., the job information will need to exist in Banner and have an active job status.

# New Hire Center Steps

## Faculty, Staff and Non-Student Wage

1. After the offer has been made in PageUp the new hire will be able to complete the new hire form in the PageUp onboarding portal. They will be asked to complete the following information:
    - Name
    - Email Address
    - Primary Phone Number
    - Mailing Address
    - Date of Birth
    - Social Security Number
    - Citizenship
    - Working State (if other than VA)
  2. Once the form has been completed online an overnight process will occur. The information on the new hire form will check to see if the new hire currently does/does not have a VT ID number.
    - If a biographical record does not exist, the Banner system will generate one.
    - If information such as SSN, date of birth or mailing address matches a record in Banner it will be reported to the Human Resources office for review.
- Please Note:** The individual will not be able to proceed until the review has been completed and the appropriate information has been updated.
3. If an VT ID number is generated the individual will be able to go back to the PageUp onboarding portal to view the number and complete the steps to create an VT username (PID) and password.
  4. If the new hire is never been employed at Virginia Tech or their last paid date was over 12 months, they will receive an email from the New Hire Center at donotreply@equifax.com.
  5. In the New Hire Center the individual will complete forms that are presented to them. The following sections may/may not be included in their new hire packet.

The screenshot shows the Virginia Tech New Hire Center onboarding portal. At the top, the Virginia Tech logo is displayed. Below it, the text "WELCOME TO VIRGINIA TECH!" is prominently shown. The main content area is divided into two columns. The left column contains a welcome message and instructions for completing the New Hire Packet, including contact information for the HR Service Center. The right column, titled "8 Forms to Complete", lists the following forms: Personal Information, Emergency Contacts, EEO/Veteran, 503 New Hire Survey (Federal Contractors), Selective Service Form, Tax Withholdings, Form I-9, and VA Pregnancy Accommodation Notice Poster.

**Personal Information** - Information from Banner will display, the physical address may determine what tax forms a new hire should complete.

**Please Note:** If information is updated in this section, it will not update in Banner. Either the new hire will need to enter the address change or speak with the HR departmental enterer for the appropriate changes.

The screenshot shows the 'PERSONAL INFORMATION' form in the Virginia Tech Employment Center. The left sidebar lists various forms, with 'Personal Information' selected. The main form area is titled 'PERSONAL IDENTIFICATION' and contains fields for Social Security Number, Confirm Social Security Number, First Name (Given Name), Middle Initial, Last Name (Family Name), Other Last Name Used, Email Address, Telephone, and Date of Birth. Below this is the 'PHYSICAL ADDRESS' section with fields for Street Address and Apt. The form has a 'REQUIRED FIELD' indicator and a 'My Account' link. At the bottom are 'BACK' and 'CONTINUE' buttons.

PERSONAL INFORMATION

Summary My Account

REQUIRED FIELD

Personal Information

PERSONAL IDENTIFICATION

Social Security Number\* Confirm Social Security Number\* - OR - SSN Applied For

First Name (Given Name)\* Middle Initial Last Name (Family Name)\* Other Last Name Used

Hokie Bird

Email Address\* Telephone\* Date of Birth\*

hrbanner@vt.edu (540) 231-6000 MM-DD-YYYY

PHYSICAL ADDRESS

Street Address\* Apt

1 Lane Stadium

« BACK CONTINUE »

**Emergency Contacts** - The information entered in this section will add emergency contacts in the Banner system.

The screenshot shows the 'EMERGENCY CONTACTS' form in the Virginia Tech Employment Center. The left sidebar lists various forms, with 'Emergency Contacts' selected. The main form area is titled '1. EMERGENCY CONTACTS' and contains fields for First Name, Last Name, Primary Contact, Relationship, Street Address, Zip Code, City, State, Telephone, and Alternate Phone. The form has a 'REQUIRED FIELD' indicator and a 'My Account' link. At the bottom are 'BACK' and 'CONTINUE' buttons.

EMERGENCY CONTACTS

Summary My Account

REQUIRED FIELD

To add a contact, enter the contacts required information below then click on the Add button. When you are done listing all your contacts click on the Continue button located on the bottom of this form.

1. EMERGENCY CONTACTS

First Name\* Last Name\* Primary Contact\*

Timothy Cat ☒ Current Primary Contact

Relationship\*

Not Related

Street Address

Zip Code City State

Telephone\* Alternate Phone

« BACK CONTINUE »

**EEO/Veteran** - This section contains information for legal sex on birth certificate, ethnicity, race and voluntary self-identification of veteran status. This information will be updated in Banner.

**EEO/VETERAN**

Summary My Account

Virginia Tech University is committed to nondiscrimination, equal opportunity and affirmative action in accordance with federal, state, and local laws and regulations. As an employer that conducts business with the federal government, we are required to implement affirmative action programs. To assist us with our affirmative action programs, we are asking you to self-identify the requested information below. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable Federal laws, executive orders, and regulations, including those which require the information to be summarized and reported to the Federal Government for civil rights enforcement purposes. If you choose not to self-identify your race/ethnicity and gender at this time, the Federal Government requires this employer to determine this information by visual survey and/or other available information. All information will be reported using the race/ethnic and gender categories currently approved by the Department of Education and Equal Employment Opportunity Commission.

**Legal Sex on Birth Certificate:** - Gender designation and personal pronouns can be selected after the first day of employment in Hokie Plus.

☐ Male

☐ Female

**Changes can be selected after the first day of employment in Hokie Plus.**

**Ethnicity**

**Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin,

« BACK CONTINUE »

**EEO/VETERAN**

Summary My Account

**Voluntary Self-Identification of Veteran Status**

This employer is a Government contractor subject to Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veteran; and (4) Armed Forces service medal veterans. These classifications are defined as follows:

1. A "disabled veteran" is one of the following:
  - a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs;
  - a person who was discharged or released from active duty because of a service-connected disability.
2. A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
3. An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
4. An "Armed forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

☐ I AM A PROTECTED VETERAN AS DEFINED BY ONE OR MORE OF THE ABOVE CATEGORIES

☐ I AM NOT A PROTECTED VETERAN, BUT I AM A VETERAN OF THE U.S. MILITARY

☐ I AM NOT A VETERAN

« BACK CONTINUE »

**503 New Hire Survey** - This allows an individual to self-disclose a disability.

**503 NEW HIRE SURVEY (FEDER...**

Summary My Account

Form CC-305  
OMB Control Number 1250-0005  
Expires 05/31/2023  
Page 1 of 1

**REQUIRED FIELD**

**Why are you being asked to complete this form?**

We are a federal contractor or subcontractor required by law to provide equal employment opportunity to qualified people with disabilities. We are also required to measure our progress toward having at least 7% of our workforce be individuals with disabilities. To do this, we must ask applicants and employees if they have a disability or have ever had a disability. Because a person may become disabled at any time, we ask all of our employees to update their information at least every five years.

Identifying yourself as an individual with a disability is voluntary, and we hope that you will choose to do so. Your answer will be maintained confidentially and not be seen by selecting officials or anyone else involved in making personnel decisions. Completing the form will not negatively impact you in any way, regardless of whether you have self-identified in the past. For more information about this form or the equal employment obligations of federal contractors under Section 503 of the Rehabilitation Act, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at [www.dol.gov/ofccp](http://www.dol.gov/ofccp).

« BACK CONTINUE »



**Selective Service Form** - This information will be updated in Banner.

The screenshot shows the 'SELECTIVE SERVICE FORM' page. On the left is a dark sidebar with the Virginia Tech logo and 'EMPLOYMENT CENTER' text, followed by a list of menu items: Personal Information, Emergency Contacts, EEO/Veteran, 503 New Hire Survey (Federal Contractors), Selective Service Form (highlighted), Tax Withholdings, Form I-9, and VA Pregnancy Accommodation Notice Poster. The main content area is titled 'Section 2.2-2804, Code of Virginia' and contains text about federal registration requirements. It includes two questions with radio button options: 'Are you required to have registered with the Selective Service?' (Yes/No) and 'If you answered, "Yes" to the first question, have you already registered with the Selective Service?' (Yes/No). A final paragraph explains the consequences of a 'NO' response. At the top right of the main area are links for 'Summary' and 'My Account'.

**Tax Withholdings** - Citizenship status will determine if this section will display. The individual will be guided through the Tax Withholdings module in the New Hire Center. The forms provided will be based upon the person's work location and/or physical address.

The screenshot shows the 'TAX WITHHOLDINGS' page. The sidebar is identical to the previous screenshot, with 'Tax Withholdings' highlighted. The main content area displays a welcome message: 'Welcome to the Tax Withholdings module.' followed by a sample instruction: 'Sample: Please select the start button to start the interactive IW4 module.' Below this is a blue 'Start' button with a right-pointing arrow. The top right of the main area has 'Summary' and 'My Account' links.

The screenshot shows a subsequent screen in the 'TAX WITHHOLDINGS' module. The sidebar remains the same. The main content area states 'We have determined the sections below apply to your situation' and shows two pre-filled selection boxes: 'Federal' and 'Virginia Resident'. At the bottom are two buttons: a blue 'Back' button with a left arrow and a blue 'Continue' button with a right arrow. The top right of the main area has 'Summary' and 'My Account' links.

- Personal Information
- Emergency Contacts
- EEO/Veteran
- 503 New Hire Survey (Federal Contractors)
- Selective Service Form
- Tax Withholdings**
- Form I-9
- VA Pregnancy Accommodation Notice Poster

TAX WITHHOLDINGS

Summary My Account

Federal — Survey

Check my progress

Survey

Select the correct choice: Foreign Earned Income Exclusion, Nonresident Alien, Continue in English, or Continue in Spanish

☐ Foreign Earned Income Exclusion - I expect to qualify for the foreign earned income exclusion under either the bona fide residence or physical presence test for calendar year or other tax year

☐ Nonresident Alien - I am exempt from withholding on compensation for independent (or eligible dependent) personal services of a Nonresident Alien Individual, see [instructions for Form 8233](#)

☐ Quiero continuar en Español

☐ I want to continue in English

Instructions for Form 8233:

- Personal Information
- Emergency Contacts
- EEO/Veteran
- 503 New Hire Survey (Federal Contractors)
- Selective Service Form
- Tax Withholdings**
- Form I-9
- VA Pregnancy Accommodation Notice Poster

TAX WITHHOLDINGS

Summary My Account

Federal — Summary

Check my progress

Summary

Based on answers you provided, we have determined the following Federal withholding form(s) may apply to you.

	Locality	Name	Title	Status
Start	FEDERAL	W-4	Employee's Withholding Certificate	Not completed

Back

After completing the wizard, the tax withholding forms will be submitted:

- Personal Information
- Emergency Contacts
- EEO/Veteran
- 503 New Hire Survey (Federal Contractors)
- Selective Service Form
- Tax Withholdings**
- Form I-9
- VA Pregnancy Accommodation Notice Poster

TAX WITHHOLDINGS

Summary My Account

Please review the document below

If you would like to make any changes, you may [return to the previous page](#).

If you would like to submit this form, please agree to the terms below:

☐ Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

☒ Submit Form ☐ Print

W-4

Employee's Withholding Certificate

OMB No. 1545-0047

Form 1041-2019

2022

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Complete Form W-4 if you are an employee. Complete Form W-4 if you are a contractor or other non-employee.

Step 1: Enter Personal Information

1a. Your name and maiden name (last, first, and middle initial)

1b. Address

1c. Social Security number

1d. State, local, and ZIP code

1e. Date of birth (month/day/year)

1f. Marital status (check only if you are married and you want to file a joint return for federal and state income tax)

1g. Number of dependents (check only if you are married and you want to file a joint return for federal and state income tax)

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. Use page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at [www.irs.gov/W4app](#), and privacy.

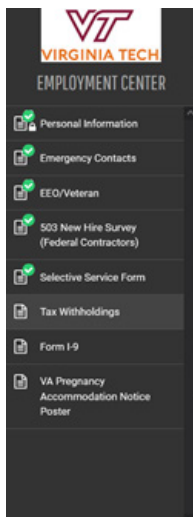
Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do only one of the following:

(a) Use the estimator at [www.irs.gov/W4app](#) for most accurate withholding for this step (and Steps 3-4), or

(b) Use the Multiple Jobs Worksheet on page 2 and enter the result in line 4b below for accurate amounts.



## TAX WITHHOLDINGS

Summary My Account

★ Wizard Form and Instructions

Please review the document below

If you would like to make any changes, you may [return to the previous page](#).

If you would like to submit this form, please agree to the terms below.

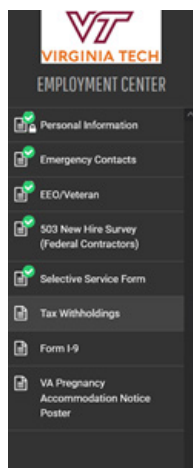
☐ Under penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this certificate, or I am entitled to claim exempt status.

☒ Submit Form ☐ Print

### FORM VA-4

COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF TAXATION  
PERSONAL EXEMPTION WORKSHEET  
(See back for instructions)

1. If you wish to claim yourself, write "1"	1
2. If you are married and your spouse is not claimed on his or her own certificate, write "1"	0
3. Write the number of dependents you will be allowed to claim on your income tax return (do not include your spouse)	0
4. Subtotal Personal Exemptions (add lines 1 through 3)	1
5. Exemptions for age	0
(a) If you will be 65 or older on January 1, write "1"	0



## TAX WITHHOLDINGS

Summary My Account

### Section 1 — Federal

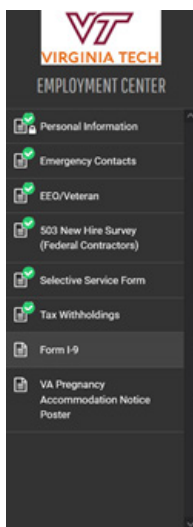
◦ W-4 Employee's Withholding Certificate

### Section 2 — Virginia

◦ VA-4 Employee's Income Tax Withholding Exemption Certificate

[Next](#)

## Form I-9 (Section 1)



## FORM I-9

Summary My Account



**Employment Eligibility Verification**  
Department of Homeland Security  
U.S. Citizenship and Immigration Services

USCIS  
Form I-9  
OMB No.  
1615-0047  
Expires  
10/31/2022

▶ **START HERE.** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

### Section 1. Employee Information and Attestation

[I-9 Instructions in English](#) [I-9 Instrucciones en Español](#)

Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.



**FORM I-9**

Summary My Account

Please remember to bring this with you to your appointment!

### ACCEPTABLE DOCUMENTS

Please remember to bring **ORIGINAL**, unexpired documentation to your appointment as follows - a List A document OR one document each from List B and List C. List A documents establish identity and authorization to work in the United States, while list B documents establish identity only and List C documents establish work authorization only. Examples of each are listed below:

If your employer participates in the Department of Homeland Security's E-Verify program to verify employees work authorization please note that any identity document you present must contain a photograph.

When you completed Section 1 of the Form I-9 you provided your electronic signature, which will be applied to Further Action Notices issued through the E-Verify program. Such notices are issued when there is a tentative non-confirmation (TNC) due to a discrepancy in the information and you decide to contest/not consent the TNC issued by either the Social Security Administration or Department of Homeland Security.

#### LIST A DOCUMENTS

- U.S. Passport or U.S. Passport Card

#### LIST B DOCUMENTS

- Driver's License Issued by State or Possession with Photo
- ID Card Issued by State or Possession with Photo
- ID Card Issued by Federal, State, Possession or Local Government with Photo
- School ID Card with Photo

Any additional forms

**VA PREGNANCY ACCOMMODATI...**

Summary My Account

REQUIRED FIELD

VA Pregnancy Accommodation Notice Poster

[Please click here to view/print VA Pregnancy Accommodation Notice Poster.](#)

### SIGNATURE

By initialing the box below, I certify that I have read the above information, and I agree to the conditions of hiring.

Your Initials:

6. The individual will see a screen to confirm completion of forms.

**CONGRATULATIONS!**

Welcome CONGRATULATIONS!

Thank you for completing this part of your onboarding requirements.

As part of the hiring process, you are required to complete the federal I-9 form, which is a verification of eligibility to work in the United States. Section 1 was completed in the New Hire Center. Please refer to the [required forms of identification](#) needed to complete the Section 2 of the I-9 process.

You may logout or click the button below if you wish to view and print your submitted packet.

- Personal Information
- Emergency Contacts
- EEO/Veteran
- 503 New Hire Survey (Federal Contractors)
- Selective Service Form
- Tax Withholdings
- Form I-9
- VA Pregnancy Accommodation Notice Poster

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**Please Note:** The new hire packet will not be considered complete until the individual goes through all of the forms and completes Section 1 of the I-9. I-9 processors will not see the person's name in the New Hire Center until it has been completed.

If the individual has not complete all of the forms they will be able to go back to the New Hire Center.

7. In Banner the job appointment record will be entered.
  - **Faculty and Staff** - Job appointment will be manually entered by the Human Resources office once the hiring steps have been completed.
  - **Non-Student Wage** - Job appointment will be entered by department using the EPAF (Electronic Personnel Action) process in Banner.
8. Certain information from the New Hire Center will update the I-9 section and the individual's biographical record in Banner.
9. Direct deposit information will need to be entered by the new hire in HokieSPA.
10. Verify that a conviction check has been completed according to [Policy 4060](#).
11. Prior to or within first 3 days of the "work date", the departmental I-9 processor should complete Section 2 or verify that it was completed by a remote processor.
12. New employment record will be complete.
13. Any changes afterwards will need to be completed in the proper system (e.g. Banner, HokieSPA, etc.)

## All Other Position Types

1. Depending on the position type, a biographical record may need to be created or updated by the departmental HR Banner enterer.
2. On PWAEBIO (Biographical Information Form) in Banner the following fields should be entered:
  - First and Last Name
  - Email Address
  - Date of Birth
  - Gender
  - Citizenship
  - If applicable - Work State and Start Rate (enter if work location is outside of VA)
  - Mailing Address
3. Departmental HR Banner enterer will need to enter the job appointment PAF in the system. For graduate assistantships, the “Push to PAF” process will need to be completed in the Graduate Contract Tool.
4. A process will run 4 times a day to determine if an individual should complete the necessary information in the New Hire Center.
5. If the new hire has never been employed at Virginia Tech or their last paid date was over 12 months, they will receive an email from the New Hire Center at donotreply@equifax.com.
6. In the New Hire Center the individual will complete forms that are presented to them. The following sections may/may not be included in their new hire packet.

The screenshot shows the 'WELCOME TO VIRGINIA TECH!' page. At the top, there is the Virginia Tech logo and a 'My Account' link. The main heading is 'WELCOME TO VIRGINIA TECH!'. Below this, there is a welcome message and instructions for completing the New Hire Packet. On the right side, there is a section titled '8 Forms to Complete' with a list of forms: Personal Information, Emergency Contacts, EEO/Veteran, 503 New Hire Survey (Federal Contractors), Selective Service Form, Tax Withholdings, Form I-9, and VA Pregnancy Accommodation Notice Poster.

**VIRGINIA TECH** My Account

### WELCOME TO VIRGINIA TECH!

We are excited to welcome you as you begin your new position at Virginia Tech!

You are now ready to begin completing your online New Hire Packet. This system allows you to quickly and easily complete required documents and should take approximately 20-30 minutes to complete. Please plan to complete all required documents in the packet prior to your first day of employment and preferably within the same day.

Any changes to addresses made on the Personal Information screen will only be used in this system. Changes must be made in Hokie Spa after the first day of employment to update official Virginia Tech records.

If you require assistance, please contact the HR Service Center at 540-231-9331 between the hours of 8 a.m. and 5 p.m. or email [hrservicecenter@vt.edu](mailto:hrservicecenter@vt.edu)

Foreign National new hires: Please note that the W4 you fill out during the onboarding process may change once Payroll reviews all the appropriate documentation

#### 8 Forms to Complete

- Personal Information
- Emergency Contacts
- EEO/Veteran
- 503 New Hire Survey (Federal Contractors)
- Selective Service Form
- Tax Withholdings
- Form I-9
- VA Pregnancy Accommodation Notice Poster

**Personal Information** - Information from Banner will display, the physical address may determine what tax forms a new hire should complete.

**Please Note:** If information is updated in this section, it will not update in Banner. Either the new hire will need to enter the address change or speak with the HR departmental enterer for the appropriate changes.

The screenshot shows the 'PERSONAL INFORMATION' form in the Virginia Tech Employment Center. The left sidebar lists various forms, with 'Personal Information' selected. The main form area is titled 'PERSONAL IDENTIFICATION' and contains fields for Social Security Number (with a red box around the input), Confirm Social Security Number, First Name (Given Name) (filled with 'Hokie'), Middle Initial, Last Name (Family Name) (filled with 'Bird'), Other Last Name Used, Email Address (filled with 'hrbanner@vt.edu'), Telephone (filled with '(540) 231-6000'), and Date of Birth (MM-DD-YYYY). Below this is the 'PHYSICAL ADDRESS' section with fields for Street Address (filled with '1 Lane Stadium') and Apt. At the bottom are 'BACK' and 'CONTINUE' buttons.

**Emergency Contacts** - The information entered in this section will add emergency contacts in the Banner system.

The screenshot shows the 'EMERGENCY CONTACTS' form in the Virginia Tech Employment Center. The left sidebar lists various forms, with 'Emergency Contacts' selected. The main form area is titled '1. EMERGENCY CONTACTS' and contains fields for First Name (filled with 'Timothy'), Last Name (filled with 'Cat'), Primary Contact? (checked), Relationship (dropdown menu showing 'Not Related'), Street Address, Zip Code, City, State, Telephone, and Alternate Phone. At the bottom are 'BACK' and 'CONTINUE' buttons.

**EEO/Veteran** - This section contains information for legal sex on birth certificate, ethnicity, race and voluntary self-identification of veteran status. This information will be updated in Banner.

**EEO/VETERAN**

Summary My Account

Virginia Tech University is committed to nondiscrimination, equal opportunity and affirmative action in accordance with federal, state, and local laws and regulations. As an employer that conducts business with the federal government, we are required to implement affirmative action programs. To assist us with our affirmative action programs, we are asking you to self-identify the requested information below. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable Federal laws, executive orders, and regulations, including those which require the information to be summarized and reported to the Federal Government for civil rights enforcement purposes. If you choose not to self-identify your race/ethnicity and gender at this time, the Federal Government requires this employer to determine this information by visual survey and/or other available information. All information will be reported using the race/ethnicity and gender categories currently approved by the Department of Education and Equal Employment Opportunity Commission.

**Legal Sex on Birth Certificate:** - Gender designation and personal pronouns can be selected after the first day of employment in Hokie Plus.

☐ Male

☐ Female

**Changes can be selected after the first day of employment in Hokie Plus.**

**Ethnicity**

**Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin,

« BACK CONTINUE »

**EEO/VETERAN**

Summary My Account

**Voluntary Self-Identification of Veteran Status**

This employer is a Government contractor subject to Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veteran; and (4) Armed Forces service medal veterans. These classifications are defined as follows:

1. A "disabled veteran" is one of the following:
  - a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs;
  - a person who was discharged or released from active duty because of a service-connected disability.
2. A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
3. An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
4. An "Armed forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

☐ I AM A PROTECTED VETERAN AS DEFINED BY ONE OR MORE OF THE ABOVE CATEGORIES

☐ I AM NOT A PROTECTED VETERAN, BUT I AM A VETERAN OF THE U.S. MILITARY

☐ I AM NOT A VETERAN

« BACK CONTINUE »

**503 New Hire Survey** - This allows an individual to self-disclose a disability.

**503 NEW HIRE SURVEY (FEDER...)**

Summary My Account

Form CC-305  
OMB Control Number 1250-0005  
Expires 05/31/2023  
Page 1 of 1

**Why are you being asked to complete this form?**

We are a federal contractor or subcontractor required by law to provide equal employment opportunity to qualified people with disabilities. We are also required to measure our progress toward having at least 7% of our workforce be individuals with disabilities. To do this, we must ask applicants and employees if they have a disability or have ever had a disability. Because a person may become disabled at any time, we ask all of our employees to update their information at least every five years.

Identifying yourself as an individual with a disability is voluntary, and we hope that you will choose to do so. Your answer will be maintained confidentially and not be seen by selecting officials or anyone else involved in making personnel decisions. Completing the form will not negatively impact you in any way, regardless of whether you have self-identified in the past. For more information about this form or the equal employment obligations of federal contractors under Section 503 of the Rehabilitation Act, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at [www.dol.gov/ofccp](http://www.dol.gov/ofccp).

« BACK CONTINUE »



**Selective Service Form** - This information will be updated in Banner.

The screenshot shows the 'SELECTIVE SERVICE FORM' page. On the left is a dark sidebar with the 'VIRGINIA TECH EMPLOYMENT CENTER' logo and a list of menu items: Personal Information, Emergency Contacts, EEO/Veteran, 503 New Hire Survey (Federal Contractors), Selective Service Form (highlighted), Tax Withholdings, Form I-9, and VA Pregnancy Accommodation Notice Poster. The main content area is titled 'Section 2.2-2804, Code of Virginia' and contains the following text: 'Any person who has failed to meet the federal requirement to register for the Selective Service shall be ineligible for employment by or service for the Commonwealth, or a political subdivision of the commonwealth, including all boards and commissions, departments, agencies, institutions, and instrumentalities. A person shall not be denied employment under this section by reason of failure to present himself for and submit to the federal registration requirement if: (i) the requirement for the person to so register has terminated or become inapplicable to the person and (ii) the person shows by a preponderance of the evidence that the failure of the person to register was not a knowing and willful failure to register.' Below this text are two questions with radio button options: 'Are you required to have registered with the Selective Service?' (Yes/No) and 'If you answered, "Yes" to the first question, have you already registered with the Selective Service?' (Yes/No). At the bottom, a paragraph states: 'Individuals who respond "NO" to the second question must present verification from the Selective Service System to Human Resources indicating the requirement is terminated or inapplicable before their employment can be continued or before they can be hired. You must immediately contact the Selective Service System at 1-888-655-1825 for a determination.'

**Tax Withholdings** - Depending on certain indicators such as work state location, mailing address and/or having a social security number will determine the appropriate tax forms. The individual will be guided through the Tax Withholdings module in the New Hire Center.

The screenshot shows the 'TAX WITHHOLDINGS' page. The sidebar is identical to the previous screenshot, with 'Tax Withholdings' highlighted. The main content area is titled 'Welcome to the Tax Withholdings module.' and includes the text: 'Sample: Please select the start button to start the interactive IW4 module'. A blue 'Start' button with a right-pointing arrow is centered below the text.

The screenshot shows the 'TAX WITHHOLDINGS' page with a determination screen. The sidebar is identical. The main content area has the heading 'We have determined the sections below apply to your situation'. Below this are two light blue rounded rectangular boxes: the first contains the text 'Federal' and the second contains 'Virginia Resident'. At the bottom of the content area are two buttons: a 'Back' button with a left-pointing arrow and a 'Continue' button with a right-pointing arrow.

**VIRGINIA TECH**  
EMPLOYMENT CENTER

- Personal Information
- Emergency Contacts
- EEO/Veteran
- 503 New Hire Survey (Federal Contractors)
- Selective Service Form
- Tax Withholdings**
- Form I-9
- VA Pregnancy Accommodation Notice Poster

### TAX WITHHOLDINGS

Summary [My Account](#)

#### Federal — Survey

[Check my progress](#)

**Survey**

Select the correct choice: Foreign Earned Income Exclusion, Nonresident Alien, Continue in English, or Continue in Spanish

☐ Foreign Earned Income Exclusion - I expect to qualify for the foreign earned income exclusion under either the bona fide residence or physical presence test for calendar year or other tax year

☐ Nonresident Alien - I am exempt from withholding on compensation for independent (or eligible dependent) personal services of a Nonresident Alien Individual, see [instructions for Form 8233](#)

☐ Quiero continuar en Español

☐ I want to continue in English

Instructions for Form 8233:

**VIRGINIA TECH**  
EMPLOYMENT CENTER

- Personal Information
- Emergency Contacts
- EEO/Veteran
- 503 New Hire Survey (Federal Contractors)
- Selective Service Form
- Tax Withholdings**
- Form I-9
- VA Pregnancy Accommodation Notice Poster

### TAX WITHHOLDINGS

Summary [My Account](#)

#### Federal — Summary

[Check my progress](#)

**Summary**

Based on answers you provided, we have determined the following Federal withholding form(s) may apply to you.

	Locality	Name	Title	Status
<a href="#">Start</a>	FEDERAL	W-4	Employee's Withholding Certificate	<b>Not completed</b>

[Back](#)

After completing each section in wizard, the tax withholding forms will be submitted:

**VIRGINIA TECH**  
EMPLOYMENT CENTER

- Personal Information
- Emergency Contacts
- EEO/Veteran
- 503 New Hire Survey (Federal Contractors)
- Selective Service Form
- Tax Withholdings**
- Form I-9
- VA Pregnancy Accommodation Notice Poster

### TAX WITHHOLDINGS

Summary [My Account](#)

Please review the document below

If you would like to make any changes, you may [return to the previous page](#).

If you would like to submit this form, please agree to the terms below.

☐ Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

[Submit Form](#) [Print](#)

**Form W-4 Employee's Withholding Certificate**

OMB No. 1545-0047

2022

Department of the Treasury Internal Revenue Service

Instructions: Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. **OR** Complete Form W-4 for your employer. **OR** Your withholding is subject to review by the IRS.

Step 1: Enter Personal Information

(a) First name and middle initial: **Rokle Bird**

(b) Last name: **Bird**

(c) Social Security number: **\*\*\*-\*\*-5749**

(d) Home address (Do not include P.O. box): **1 Lane Stadium Blacksburg, VA 24060**

(e) Marital status (Check only if you are married and you own more than half the costs of keeping up a home for yourself and a qualifying individual): ☐ Married filing jointly or qualifying widow(er) ☐ Married filing separately

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at [www.irs.gov/withdwp](#), and privacy.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

On only one of the following:

(a) Use the estimator at [www.irs.gov/withdwp](#) for most accurate withholding for this step (and Steps 3-4); or

(b) Use the Multiple Jobs Worksheet on page 2 to enter the result in Item 4(b) below for accurate amounts.

- Personal Information
- Emergency Contacts
- EEO/Veteran
- 503 New Hire Survey (Federal Contractors)
- Selective Service Form
- Tax Withholdings**
- Form I-9
- VA Pregnancy Accommodation Notice Poster

TAX WITHHOLDINGS

Summary My Account

★ Wizard

Form and Instructions

Please review the document below

If you would like to make any changes, you may [return to the previous page](#).

If you would like to submit this form, please agree to the terms below.

☐ Under penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this certificate, or I am entitled to claim exempt status.

FORM VA-4

COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF TAXATION  
PERSONAL EXEMPTION WORKSHEET  
(See back for instructions)

1. If you wish to claim yourself, write "1"	1
2. If you are married and your spouse is not claimed on his or her own certificate, write "1"	0
3. Write the number of dependents you will be allowed to claim on your income tax return (do not include your spouse)	0
4. Subtotal Personal Exemptions (add lines 1 through 3)	1
5. Exemptions for age	0
(a) If you will be 65 or older on January 1, write "1"	0

- Personal Information
- Emergency Contacts
- EEO/Veteran
- 503 New Hire Survey (Federal Contractors)
- Selective Service Form
- Tax Withholdings**
- Form I-9
- VA Pregnancy Accommodation Notice Poster

TAX WITHHOLDINGS

Summary My Account

Section 1 — Federal

- W-4 Employee's Withholding Certificate

Section 2 — Virginia

- VA-4 Employee's Income Tax Withholding Exemption Certificate

Next

## Form I-9 (Section 1)

- Personal Information
- Emergency Contacts
- EEO/Veteran
- 503 New Hire Survey (Federal Contractors)
- Selective Service Form
- Tax Withholdings**
- Form I-9**
- VA Pregnancy Accommodation Notice Poster

FORM I-9

Summary My Account

Employment Eligibility Verification

Department of Homeland Security

U.S. Citizenship and Immigration Services

USCIS

Form I-9

OMB No. 1615-0047

Expires 10/31/2022

▶ **START HERE.** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Attestation**

[I-9 Instructions in English](#) [I-9 Instrucciones en Español](#)

*Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.*

23



- Personal Information
- Emergency Contacts
- EEO/Veteran
- 503 New Hire Survey (Federal Contractors)
- Selective Service Form
- Tax Withholdings
- Form I-9
- VA Pregnancy Accommodation Notice Poster

FORM I-9

Summary My Account

Please remember to bring this with you to your appointment!

### ACCEPTABLE DOCUMENTS

Please remember to bring **ORIGINAL**, unexpired documentation to your appointment as follows - a List A document OR one document each from List B and List C. List A documents establish identity and authorization to work in the United States, while list B documents establish identity only and List C documents establish work authorization only. Examples of each are listed below:

If your employer participates in the Department of Homeland Security's E-Verify program to verify employees work authorization please note that any identity document you present must contain a photograph.

When you completed Section 1 of the Form I-9 you provided your electronic signature, which will be applied to Further Action Notices issued through the E-Verify program. Such notices are issued when there is a tentative non-confirmation (TNC) due to a discrepancy in the information and you decide to contest/not consent the TNC issued by either the Social Security Administration or Department of Homeland Security.

#### LIST A DOCUMENTS

- U.S. Passport or U.S. Passport Card

#### LIST B DOCUMENTS

- Driver's License Issued by State or Possession with Photo
- ID Card Issued by State or Possession with Photo
- ID Card Issued by Federal, State, Possession or Local Government with Photo
- School ID Card with Photo

Any additional forms

- Personal Information
- Emergency Contacts
- EEO/Veteran
- 503 New Hire Survey (Federal Contractors)
- Selective Service Form
- Tax Withholdings
- Form I-9
- VA Pregnancy Accommodation Notice Poster

VA PREGNANCY ACCOMMODATI...

Summary My Account

REQUIRED FIELD

VA Pregnancy Accommodation Notice Poster

[Please click here to view/print VA Pregnancy Accommodation Notice Poster.](#)

SIGNATURE

By initialing the box below, I certify that I have read the above information, and I agree to the conditions of hiring.

Your Initials:\*

7. The Individual will see a screen to confirm completion of forms.

My Account

## CONGRATULATIONS!

Welcome CONGRATULATIONS!

Thank you for completing this part of your onboarding requirements.

As part of the hiring process, you are required to complete the federal I-9 form, which is a verification of eligibility to work in the United States. Section 1 was completed in the New Hire Center. Please refer to the [required forms of identification](#) needed to complete the Section 2 of the I-9 process.

You may logout or click the button below if you wish to view and print your submitted packet.

EFX

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- Personal Information
- Emergency Contacts
- EEO/Veteran
- 503 New Hire Survey (Federal Contractors)
- Selective Service Form
- Tax Withholdings
- Form I-9
- VA Pregnancy Accommodation Notice Poster

**Please Note:** The new hire packet will not be considered complete until the individual goes through all of the forms and completes Section 1 of the I-9. I-9 processors will not see the person's name in the New Hire Center until it has been completed.

If the individual has not complete all of the forms they will be able to go back to the New Hire Center.

8. Certain information from the New Hire Center will update the I-9 section and the individual's biographical record in Banner.
9. Direct deposit information will need to be entered by the new hire in HokieSPA.
11. If applicable, before first of hire make sure that a conviction check has been completed according to [Policy 4060](#).
12. Within 3 days of the start date, the departmental I-9 processor should complete Section 2 or verify that it was completed by a remote processor.
13. Employment record is considered complete.
14. Any changes afterwards will need to be completed in the proper system (e.g. Banner, HokieSPA, etc.)

# Foreign National Hires

1. Departments should follow the proper hiring procedures based up position type.
2. If the new hire has never been employed at Virginia Tech or their last paid date was over 12 months, they will receive an email from the New Hire Center at donotreply@equifax.com.
3. The new hire will be prompted to complete the appropriate sections.

**Personal Information** - Information from the biographical information in Banner will display.

## ***What should a new hire enter if they currently have an international mailing address?***

The New Hire Center must have an US mailing address to continue to fill out the packet. If the individual does not have an US mailing address please have the individual enter the departmental office address.

## ***What if the new hire does not currently have a social security number?***

The individual will be able to click on the SSN Applied For button.

The screenshot shows the 'PERSONAL INFORMATION' form in the Virginia Tech Employment Center. The form is titled 'PERSONAL IDENTIFICATION' and includes fields for Social Security Number, Confirm Social Security Number, First Name, Middle Initial, Last Name, Other Last Name Used, Email Address, Telephone, and Date of Birth. A red circle highlights the 'SSN Applied For' button. The form also includes a 'PHYSICAL ADDRESS' section with fields for Street Address and Apt. The 'BACK' and 'CONTINUE' buttons are at the bottom.

**Please Note:** If a different physical address is entered in this section, it will not update in Banner. Either the new hire will need to enter the address change after they have established a residency or speak with the HR departmental enterer for the appropriate changes.

**Emergency Contacts** - The information entered in this section will add emergency contacts in the Banner system.

The screenshot shows the 'EMERGENCY CONTACTS' form within the Virginia Tech Employment Center. The left sidebar contains a menu with options: Personal Information, Emergency Contacts (selected), EEO/Veteran, 503 New Hire Survey (Federal Contractors), Selective Service Form, Tax Withholdings, Form I-9, and VA Pregnancy Accommodation Notice Poster. The main content area is titled 'EMERGENCY CONTACTS' and includes a 'REQUIRED FIELD' section. It instructs the user to add a contact by entering required information and clicking the 'Add' button. Below this, the form is titled '1. EMERGENCY CONTACTS' and contains fields for First Name (Timothy), Last Name (Cat), Primary Contact? (checked), Relationship (Not Related), Street Address, Zip Code, City, State, Telephone, and Alternate Phone. At the bottom are 'BACK' and 'CONTINUE' buttons.

**EEO/Veteran** - This section contains information for legal sex on birth certificate, ethnicity, race and voluntary self-identification of veteran status. This information will be updated in Banner.

The screenshot shows the 'EEO/VETERAN' form within the Virginia Tech Employment Center. The left sidebar is the same as the previous form. The main content area is titled 'EEO/VETERAN' and includes a 'Summary' and 'My Account' link. The form contains a paragraph about Virginia Tech University's commitment to nondiscrimination and affirmative action. Below this, there are sections for 'Legal Sex on Birth Certificate' (with radio buttons for Male and Female) and 'Changes can be selected after the first day of employment in Hokie Plus.' (with a section for Ethnicity). At the bottom are 'BACK' and 'CONTINUE' buttons.

**EEO/VETERAN**

Summary | My Account

### Voluntary Self-Identification of Veteran Status

This employer is a Government contractor subject to Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veteran; and (4) Armed Forces service medal veterans. These classifications are defined as follows:

1. A "disabled veteran" is one of the following:
  - a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs;
  - a person who was discharged or released from active duty because of a service-connected disability.
2. A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
3. An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
4. An "Armed forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

☐ I AM A PROTECTED VETERAN AS DEFINED BY ONE OR MORE OF THE ABOVE CATEGORIES  
☐ I AM NOT A PROTECTED VETERAN, BUT I AM A VETERAN OF THE U.S. MILITARY  
☐ I AM NOT A VETERAN

« BACK CONTINUE »

**503 New Hire Survey** - This allows an individual to self-disclose a disability.

**503 NEW HIRE SURVEY (FEDER...)**

Summary | My Account

### REQUIRED FIELD

Form CC-305  
OMB Control Number 1250-0005  
Expires 05/31/2023  
Page 1 of 1

#### Why are you being asked to complete this form?

We are a federal contractor or subcontractor required by law to provide equal employment opportunity to qualified people with disabilities. We are also required to measure our progress toward having at least 7% of our workforce be individuals with disabilities. To do this, we must ask applicants and employees if they have a disability or have ever had a disability. Because a person may become disabled at any time, we ask all of our employees to update their information at least every five years.

Identifying yourself as an individual with a disability is voluntary, and we hope that you will choose to do so. Your answer will be maintained confidentially and not be seen by selecting officials or anyone else involved in making personnel decisions. Completing the form will not negatively impact you in any way, regardless of whether you have self-identified in the past. For more information about this form or the equal employment obligations of federal contractors under Section 503 of the Rehabilitation Act, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at [www.dol.gov/ofccp](http://www.dol.gov/ofccp).

☐ Yes  
☐ No

« BACK CONTINUE »

**Selective Service Form** - This information will be updated in Banner.

**SELECTIVE SERVICE FORM**

Summary | My Account

### Section 2.2-2804, Code of Virginia

Any person who has failed to meet the federal requirement to register for the Selective Service shall be ineligible for employment by or service for the Commonwealth, or a political subdivision of the commonwealth, including all boards and commissions, departments, agencies, institutions, and instrumentalities. A person shall not be denied employment under this section by reason of failure to present himself for and submit to the federal registration requirement if: (i) the requirement for the person to so register has terminated or become inapplicable to the person and (ii) the person shows by a preponderance of the evidence that the failure of the person to register was not a knowing and willful failure to register.

Are you required to have registered with the Selective Service?

☐ Yes  
☐ No

If you answered, "Yes" to the first question, have you already registered with the Selective Service?

☐ Yes  
☐ No

Individuals who respond "NO" to the second question must present verification from the Selective Service System to Human Resources indicating the requirement is terminated or inapplicable before their employment can be continued or before they can be hired. You must immediately contact the Selective Service System at 1-888-655-1825 for a determination.

« BACK CONTINUE »



**Tax Withholdings** - Depending on certain indicators such as work state location, mailing address and/or having a social security number will determine the appropriate tax forms. The individual will be guided through the Tax Withholdings module in the New Hire Center.

**Please Note:**

- If the individual selected the SSN Applied For button in the Personal Information section they will not see this section.
- The department should notify the individual that they will need to go to HokieSPA to complete the tax forms on first day of employment.
- The individual should also receive an email from Payroll to complete information in the FNIS (Foreign National Information System).
- If the tax information in FNIS is different from the information originally entered into HokieSPA the Payroll Office will contact the new hire and make the appropriate adjustments.
- If no form or systems update is received, Payroll, following IRS guidelines, must withhold taxes at the default rate of single (the highest withholding rate for federal taxes) and the highest single rate for the applicable state tax.
- For questions or assistance with tax forms please contact the Payroll Office at [payroll@vt.edu](mailto:payroll@vt.edu).

The screenshot shows the 'TAX WITHHOLDINGS' module interface. On the left is a dark sidebar with the Virginia Tech logo and 'EMPLOYMENT CENTER' text. Below the logo is a list of menu items: Personal Information, Emergency Contacts, EEO/Veteran, 503 New Hire Survey (Federal Contractors), Selective Service Form, Tax Withholdings (highlighted), Form I-9, and VA Pregnancy Accommodation Notice Poster. The main content area has a white background with the title 'TAX WITHHOLDINGS' at the top. Below the title is a 'Welcome to the Tax Withholdings module.' message, followed by a sample instruction: 'Sample: Please select the start button to start the interactive IW4 module'. A blue 'Start' button with a right-pointing arrow is centered below the text.

This screenshot shows the next step in the 'TAX WITHHOLDINGS' module. The sidebar is identical to the previous screen. The main content area displays the title 'TAX WITHHOLDINGS' and a message: 'We have determined the sections below apply to your situation'. Below this message are two selection boxes: 'Federal' and 'Virginia Resident'. At the bottom of the selection area are two buttons: a blue 'Back' button with a left-pointing arrow and a blue 'Continue' button with a right-pointing arrow.

**VIRGINIA TECH**  
EMPLOYMENT CENTER

- Personal Information
- Emergency Contacts
- EEO/Veteran
- 503 New Hire Survey (Federal Contractors)
- Selective Service Form
- Tax Withholdings**
- Form I-9
- VA Pregnancy Accommodation Notice Poster

TAX WITHHOLDINGS

Summary My Account

Federal — Survey

[Check my progress](#)

**Survey**

Select the correct choice: Foreign Earned Income Exclusion, Nonresident Alien, Continue in English, or Continue in Spanish

☐ Foreign Earned Income Exclusion - I expect to qualify for the foreign earned income exclusion under either the bona fide residence or physical presence test for calendar year or other tax year

☐ Nonresident Alien - I am exempt from withholding on compensation for independent (or eligible dependent) personal services of a Nonresident Alien Individual, see [instructions for Form 8233](#)

☐ Quiero continuar en Español

☐ I want to continue in English

Instructions for Form 8233:

**VIRGINIA TECH**  
EMPLOYMENT CENTER

- Personal Information
- Emergency Contacts
- EEO/Veteran
- 503 New Hire Survey (Federal Contractors)
- Selective Service Form
- Tax Withholdings**
- Form I-9
- VA Pregnancy Accommodation Notice Poster

TAX WITHHOLDINGS

Summary My Account

Federal — Summary

[Check my progress](#)

**Summary**

Based on answers you provided, we have determined the following Federal withholding form(s) may apply to you.

	Locality	Name	Title	Status
<a href="#">Start</a>	FEDERAL	W-4	Employee's Withholding Certificate	<b>Not completed</b>

[Back](#)

After completing the wizard, the tax withholding forms will be submitted:

**VIRGINIA TECH**  
EMPLOYMENT CENTER

- Personal Information
- Emergency Contacts
- EEO/Veteran
- 503 New Hire Survey (Federal Contractors)
- Selective Service Form
- Tax Withholdings**
- Form I-9
- VA Pregnancy Accommodation Notice Poster

TAX WITHHOLDINGS

Summary My Account

Please review the document below

If you would like to make any changes, you may [return to the previous page](#).

If you would like to submit this form, please agree to the terms below.

☐ Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

[Submit Form](#) [Print](#)

**W-4** **Employee's Withholding Certificate** (OMB No. 1545-0047)

Department of the Treasury Internal Revenue Service

2022

Step 1: Enter Personal Information

First name and middle initial: **Hokie** Last name: **Bird**

Address: **1 Lane Stadium Blacksburg, VA 24060**

Step 2: Multiple Jobs or Spouse Works

Complete Steps 3-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at [www.irs.gov/withdwp](#), and privacy.

Step 3: Complete Form W-4 to tell your employer how much the correct federal income tax from your pay. Use Form W-4 for your employer. Your withholding is subject to review by the IRS.

Step 4: Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs. On only one of the following: (a) Use the estimator at [www.irs.gov/withdwp](#) for most accurate withholding for this step (and Steps 3-4), or (b) Use the Multiple Jobs Worksheet on page 2 and enter the result in (b) on this form for credit on your return.

**TAX WITHHOLDINGS**

Summary My Account

★ Wizard 1 Form and Instructions

Please review the document below

If you would like to make any changes, you may [return to the previous page](#).

If you would like to submit this form, please agree to the terms below.

☐ Under penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this certificate, or I am entitled to claim exempt status.

**FORM VA-4** COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF TAXATION  
PERSONAL EXEMPTION WORKSHEET  
(See back for instructions)

1. If you wish to claim yourself, write "1".....	1
2. If you are married and your spouse is not claimed on his or her own certificate, write "1".....	0
3. Write the number of dependents you will be allowed to claim on your income tax return (do not include your spouse).....	0
4. Subtotal Personal Exemptions (add lines 1 through 3).....	1
5. Exemptions for age.....	0
(a) If you will be 65 or older on January 1, write "1".....	0

**TAX WITHHOLDINGS**

Summary My Account

Section 1 — Federal

- W-4 Employee's Withholding Certificate

Section 2 — Virginia

- VA-4 Employee's Income Tax Withholding Exemption Certificate

## Non-Citizen and Non-Resident Alien Status

- As of August 2020, Foreign National documents and tax forms are requested by the Payroll office through the FNIS (Foreign National Information System) program.
- The Payroll office will use the FNIS system to issue and electronically gather tax forms along with the employee's documentation.
- The new hire will receive an email from the FNIS system once the job appointment has been entered into Banner. The Payroll office will monitor this on a daily basis.
- Departments still must complete Section 2 of the I-9 but should not send any documents to Payroll unless specifically requested.

## Form I-9 (Section 1)

The new hire will need to select the appropriate option for citizenship.

- US Citizen
- Noncitizen National
- Resident Alien (Will need to provide Alien Registration/USCIS number)
- Non-Resident Alien (Will need to enter expiration date of employment authorization, if any, and either the Alien Registration/USCIS number or the Form I-94 Admission Number).



### Citizenship Attestation

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am

- ☐ 1. A citizen of the United States [?](#)
- ☐ 2. A noncitizen national of the United States (*see instructions*) [?](#)
- ☐ 3. A lawful permanent resident [?](#)
- ☐ 4. An alien authorized to work until [?](#)

The new hire will also need to select if a preparer or translator assisted in completing Section 1.

### Preparer and/or Translator Certification [?](#)

- ☐ I did not use a preparer or translator.
- ☒ A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

*Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.*

Last Name (Family Name) [?](#)

First Name (Given Name) [?](#)

Address (Street Number and Name) [?](#)

**Work Status:** An alien authorized to work

**First Day of Work::** 02/01/2022

**Alien Registration Number/USCIS Number:** 123457890

**Alien Work Until Date:** 08/01/2022

### PREPARER SUMMARY

Timothy Cat

**Address:** 110 Main St., Blacksburg, VA 24060

### PREPARER ELECTRONIC SIGNATURE

- ☐ By checking this checkbox I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Please remember to bring this with you to your appointment!

### ACCEPTABLE DOCUMENTS

Please remember to bring **ORIGINAL**, unexpired documentation to your appointment as follows - a List A document OR one document each from List B and List C. List A documents establish identity and authorization to work in the United States, while list B documents establish identity only and List C documents establish work authorization only. Examples of each are listed below:

If your employer participates in the Department of Homeland Security's E-Verify program to verify employees work authorization please note that any identity document you present must contain a photograph.

When you completed Section 1 of the Form I-9 you provided your electronic signature, which will be applied to Further Action Notices issued through the E-Verify program. Such notices are issued when there is a tentative non-confirmation (TNC) due to a discrepancy in the information and you decide to contest/not consent the TNC issued by either the Social Security Administration or Department of Homeland Security.

#### LIST A DOCUMENTS

- Form I-766 - Employment Authorization Document that contains a photograph
- Foreign passport with I-94 or I-94A
- Foreign Passport with I-94 or I-94A and I-20
- Foreign Passport with I-94 or I-94A and DS-2019
- FSM or RMI Passport with I-94 or I-94A
- Form I-94/I-94A with RE admission class (refugee) - Receipt
- Expired EAD - Notice of Action

## Any additional forms

The screenshot shows the 'VA PREGNANCY ACCOMMODATION NOTICE POSTER' form within the Virginia Tech Employment Center. On the left is a sidebar menu with options: Personal Information, Emergency Contacts, EEO/Veteran, 503 New Hire Survey (Federal Contractors), Selective Service Form, Tax Withholdings, Form I-9, and VA Pregnancy Accommodation Notice Poster. The main content area has a 'REQUIRED FIELD' section with a link to view/print the poster. Below this is a 'SIGNATURE' section with a text box for initials and a confirmation statement: 'By initialing the box below, I certify that I have read the above information, and I agree to the conditions of hiring.'

4. The individual will see a screen to confirm completion of forms.

The screenshot shows the 'CONGRATULATIONS!' screen in the Virginia Tech Employment Center. It features a 'Welcome' tab and a message: 'Thank you for completing this part of your onboarding requirements.' Below this is a paragraph explaining the next steps for completing the federal I-9 form. A list on the right shows the completed forms: Personal Information, Emergency Contacts, EEO/Veteran, 503 New Hire Survey (Federal Contractors), Selective Service Form, Tax Withholdings, Form I-9, and VA Pregnancy Accommodation Notice Poster. At the bottom, there is a footer with the EFX logo and copyright information: '2022 Equifax, Inc., All rights reserved. Privacy Policy | Terms of Use'.

**Please Note:** The new hire packet will not be considered complete until the individual goes through all of the forms and completes Section 1 of the I-9. I-9 processors will not see the person's name in the New Hire Center until the packet has been completed.

If the individual has not complete all of the forms they will be able to go back to the New Hire Center using the link that was provided to them.

5. Certain information from the New Hire Center will update the I-9 section and the individual's record biographical in Banner.
6. Direct deposit information will need to be entered by the new hire in HokieSPA.
7. If applicable, verify that a conviction check has been completed according to [Policy 4060](#).
8. Within 3 days of the start date, the departmental I-9 processor should complete Section 2 or verify that it was completed by a remote processor.
9. Any changes afterwards will need to be completed in the proper system (e.g. Banner, HokieSPA, etc.)

# Workflow Summary

## Newly Hired Staff, Faculty and Non-Student Wage

1. Recruitment is completed in the PageUp system.
2. The new hire receives an email from PageUp when the offer card is created and approved.
3. Once they accept the offer they will be asked to complete the new hire form.
4. If the person has never been affiliated with Virginia Tech, an ID number will be created using the personal information entered.
5. Based upon the offer, general information will be applied to identify the new hire as an active VT employee, assigns the home organization and hire date.
6. The newly hired employee will receive an email from the New Hire Center at donotreply@equifax.com.
7. New employee will complete the hiring packet. The packet should be completed before their start date.
8. In Banner the job appointment record will be entered.
  - **Faculty and Staff** - Job appointment will be manually entered by Division of Human Resources once the hiring steps have been completed.
  - **Non-Student Wage** - Job appointment will be entered by department using the EPAF (Electronic Personnel Action) process in Banner.
9. Certain information from the New Hire Center will update the I-9 section and the individual's biographical record in Banner.
10. Direct deposit information will need to be entered by the new hire in HokieSPA.
11. Verify that a conviction check has been completed according to [Policy 4060](#).
12. Within 3 days of the start date, the departmental I-9 processor should complete Section 2 or verify that it was completed by a remote processor.
13. New employment record will be complete.
14. Any changes afterwards will need to be completed in the proper system (e.g. Banner, HokieSPA, etc.)

## Newly Hired Other Wage Position Types and Adjuncts

1. For some position types, an offer letter should be sent to the new hire.
2. If applicable, the new hire completes the biographical information section of P12W (Wage Employee Appointment Record) form.
3. Departmental HR Banner enterer will check to see if biographical information already exists (**VT students will already have an ID number**). If the person does not have a biographical record in Banner the enterer will enter an action to generate an VT ID number.
4. Departmental HR Banner enterer will use the EPAF (Electronic Personnel Action) process to enter the job appointment.
5. Job appointment is applied to Banner after departmental approval.

6. The newly hired employee will receive two emails from the New Hire Center.
  - **First email** - Provides an unique link and username
  - **Second email** - Provides temporary password
7. New employee will complete the hiring packet. The packet should be completed before their start date.
8. Direct deposit information will need to be entered by the new hire in HokieSPA.
9. If applicable, verify that a conviction check has been completed according to [Policy 4060](#).
10. Within 3 days of the start date, the departmental I-9 processor should complete Section 2 or verify that it was completed by a remote processor.
11. New employment record will be complete.
12. Any changes afterwards will need to be completed in the proper system (e.g. Banner, HokieSPA, etc.)

### **Newly Hired Graduate Assistantships**

1. Graduate assistantship contract is entered and approved by the department using the Graduate Contract system.
2. If applicable, information missing in the Banner biographical record will need to be updated by departmental enterer.
3. Department should use the “Push to PAF” button in the Graduate Contract Tool when ready to create the job appointment in Banner.
4. Job appointment will be applied to the system.
5. The newly hired employee will receive an email from the New Hire Center at donotreply@equifax.com.
6. New employee will complete the hiring packet. The packet should be completed before their start date.
7. Direct deposit information will need to be entered by the new hire in HokieSPA.
8. If applicable, verify that a conviction check has been completed according to [Policy 4060](#).
9. Within 3 days of the start date, the departmental I-9 processor should complete Section 2 or verify that it was completed by a remote processor.

**Please Note:** The dates on the graduate assistantship job appointment will reflect the salary pay periods used to issue the payment. The I-9 processor will need to correct the start date in Section 2 of the I-9 to reflect the person’s actual first day of work.

10. New employment record will be complete.
11. Any changes afterwards will need to be completed in the proper system (e.g. Banner, HokieSPA, etc.)
12. Employment record will be complete.
13. Any changes afterwards will need to be completed in the proper system (e.g. Banner, HokieSPA, etc.)

## Employees with a Break in Service

The New Hire Center will only be used if a terminated VT employee has not received a paycheck that has been more than 12 months from their last paid date. The New Hire Center will determine if rehired individual will need to complete the new hire packet.

1. Departments should follow the proper hiring procedures based on position type.
2. Information will be updated in Banner to reflect the person's new hire date.
3. The New Hire Center will look at the person's last paid date to determine if the break in service is more than 12 months.
4. If the person meets the New Hire Center criteria, they will receive an email from the New Hire Center at [donotreply@equifax.com](mailto:donotreply@equifax.com).
5. Employee will complete the hiring packet. The packet should be completed before their re-hired date.
6. Certain information from the New Hire Center will update the I-9 section and the individual's record in Banner.
7. Direct deposit information will need to be entered by the new hire in HokieSPA.
8. If applicable, verify that a conviction check has been completed according to [Policy 4060](#).
9. Within 3 days of the start date, the departmental I-9 processor should complete Section 2 or verify that it was completed by a remote processor.
10. New employment record will be complete.
11. Any changes afterwards will need to be completed in the proper system (e.g. Banner, HokieSPA, etc.)

If the terminated VT employee has a break in service less than 12 months from their last paid date, a new hire packet **will not** be sent. Departments will need to follow the proper hiring process and inform the employee that changes to I-9 status, tax forms, etc., should be made using the appropriate system (Banner, HokieSPA, etc.)

## I-9 Section 2 Examples

### **Wage Employees**

#### **First Scenario**

- Department enters wage appointment in Banner with an 8/20 hire date.
- The wage employee accepts the employment offer however there is an agreement to have a start date of 9/1. This is the date expected when the wage employee starts to work.
- The department meets with the wage employee before 9/4 (within 3 days of the start date ) to complete Section 2. The department would enter 9/1 as the start date on Section 2 when verifying employment.

#### **Second Scenario**

- Department enters a wage appointment with an 8/16 hire date. The job appointment is entered in Banner a day prior to allow enough time for the new hire to complete the hiring packet.
- An agreement of 8/16 is also established as the start date. If the wage employee starts working on 8/16 the department will need to verify employment by 8/19 (within 3 days of the start date).

Employees should not clock into TimeClock Plus unless they a job appointment in Banner and have completed Section 1.

Based upon the date entered by the processor in Section 2 of the I-9, if the employee does not show up for several days after the agreed start date, the department should contact Human Resources to change the date on section 2.

### **Graduate Assistantships and Adjuncts**

- Graduate assistantship appointment is created and pushed through the Graduate Contract system with an 8/10 hire date.
- GA accepts the employment offer however there is an agreement to have a start date of 8/17.
- The department meets with the student before 8/20 (within 3 days of the start date) to complete Section 2. The department would enter 8/17 as the start date on Section 2 when verifying employment. If the GA does not start 3 days after their start date then the hire date on the job appointment may need to be adjusted to ensure that the individual does not get overpaid in the beginning.

This will allow a department to enter the job appointment ahead of time in Banner and complete section 2 based upon the agreed start date . Wage appointments do not receive payment until they have clocked in hours. **Please Note:** For GA and adjunct appointments these position types follow the salary payroll schedule and they do not record hours in TimeClock Plus. Their payment received is based upon the dates entered on the job appointment in Banner.



# New Hire Center FAQs

## General Questions

Q: It seems we will still be doing the following: Initiating the conviction check, getting the new P12W form(s) completed, and the Fleet form. Does that sound correct for a new hire package? Are we to print the info for their employee file?

A: For wage positions the P12W form should still be used.

Q: How will NRAs be able to complete their tax forms accurately if they don't get the link until 90 days before their hire date?

A: This is designed to limit the time that a new hire has to complete certain pieces of information. Once a NRA has created a PID they will be able to go into HokieSPA to complete tax forms.

Q: Are student employees required to complete all this information in the New Hire Center?

A: Yes, this will only apply to student employees who are newly hired at Virginia Tech or has a 12 month break from their last paycheck.

Q: Will the New Hire Center automatically track completion of tasks, or will the employee need to manually mark tasks as complete like in PageUp?

A: The New Hire Center will track the completion of forms - the employee will not have to manually mark tasks complete.

Q: Does the temporary password expire? If so, how long is it active?

A: If the temporary password expires the new hire can contact the HR Service Center to send another temporary password.

Q: Will the New Hire Center address anything related to the COVID vaccine, booster, etc.?

A: No. The New Hire Center will not contain any COVID-related information.

Q: Can we add/assign extra department-specific forms, such as Use of State Vehicle forms?

A: No, the New Hire Center does not contain any department-specific forms.

Q: What if employees need their New Hire Center link resent or password reset?

A: The new hire should email [hrrservicecenter@vt.edu](mailto:hrrservicecenter@vt.edu) for assistance, and a system administrator will resend/reset links and passwords as needed.

Q: Are there options for new hires who may not have ready access to a computer?

A: The New Hire Center is mobile accessible and does not require a computer in order to complete required documents. Smartphones and tablets can be used.

Q: Who can view the status of a new hire's form completion list?

A: Only I-9 processors will have access to the status of a new hire's form completion. Please contact the I-9 processor for your department for information on your new hire's form list.

Q: Will the system recognize when new hire paperwork is not required? For example, what

about someone who has been off payroll less than one year or who has a completed I-9 on file?

A: If the break in service is greater than 365 days a new I-9 must be created which means the former employee will be sent the an email from donotreply@equifax.com. If it is less than 365 days nothing will happen.

Q: Is the Selective Service Form still for only males to complete?

A: No, all employees are required to complete the Selective Service form.

Q: Do we still have to do the background check for all emergency hires before they start any new hire paperwork?

A: The conviction check process should start as soon as an offer is made.

Q: In order to have access to the correct tax forms, the address in Banner has to be correct, right?

A: Yes. The address in Banner will be shown to the employee when they review their information in the New Hire Center. The state that is listed will determine which state tax forms to display.

Q: If a new hire has questions when completing forms, where can they go for help?

A: There are no links for information on the compliance documents; please be sure new hires know who to contact if they need assistance. The HR Service Center ([hrrservicecenter@vt.edu](mailto:hrrservicecenter@vt.edu)) can assist with some questions and direct other questions where applicable, such as the Payroll email address for tax questions.

Q: Can the employer send the new employee a packet with tax forms so they can view what questions will be asked before they complete online?

A: Individual forms cannot be sent to the new hire. The entire packet containing all required documents is sent at the same time.

Q: Can the new hire exit the New Hire Center and then login again to complete the remaining forms or does everything need to be completed in one sitting?

A: Technically, yes - but new hires are encouraged to complete their required documents in one sitting if at all possible. Upon logging in, new hires will be required to change their temporary password to a new one, so if they choose to logout then login later to finish documents, they will need to be sure to note their new password.

Q: We will be able to provide students with a link to the New Hire Center, correct?

A: No, new hires can only access the New Hire Center using the link and password that comes directly from Equifax. There is not a link that can be sent outside of the system for access.

Q: For the initials section, what does the program expect for those with hyphenated last names?

A: Please use the first initial and first, last initial of the hyphenated last name.

Q: Will the New Hire Center link be on the Controller's website?

A: The Controller's website will link to the HR website where the I-9 is currently listed. The name of the button on the website will change when the system is live.

Q: What if a new hire is moving to Virginia from another state, but does not have a Virginia



address yet?

A: The address in Banner will determine which state tax form will be presented. If that is not the correct state after they start working, they need to contact [payroll@vt.edu](mailto:payroll@vt.edu). The I-9 uses the answer to what state they will be working in on their first day. If the state is VA, the I-9 Processors at Virginia Tech will complete Section 2 of the I-9. If the state is not VA, the new hire will be prompted in the New Hire Center to make an appointment with the remote completer in their area.

Q: Is the online new hire form the same as the P12W?

A: No - the New Hire Center contains compliance documents for all new hires. The P12W will still be used for wage appointments to be entered into Banner.

Q: Will paper copies (P12) still need to be kept in the office?

A: There is no change in the procedure for the paper copies.

Q: How does this impact employees who may be changing positions within the department or across the campus?

A: No change. The New Hire Center is for new hires only.

Q: If the employee does not complete their tasks in the New Hire Center, how will this be handled to ensure compliance?

A: It is the responsibility of the I-9 Processor working with the department to ensure that the new hire has completed all forms in the New Hire Center. The new hire will receive several emails reminding the employee of the deadline, and the department should be tracking that the full packet is complete. There is a report that the I-9 team receives each pay period which shows who has been paid but not completed an I-9.

Q: What if employees have questions about tax forms?

A: All tax form questions need to be directed to [payroll@vt.edu](mailto:payroll@vt.edu).

Q: The email address on the personal info may be any address such as Gmail, Hotmail, whatever they are currently using, correct?

A: The emails from [donotreply@equifax.com](mailto:donotreply@equifax.com) will be sent to the personal email address provided by the new hire. All new hires must provide a valid email address in order to receive the access emails.

Q: Who within the office/department has access to the emergency contact? Can we access that later, or is it only in a centralized database?

A: Once the new hire fills out the Emergency Contact information in the New Hire Center and completes all of their other forms, Section 2 of the I-9 can be completed. This completes all of the requirements and the information for emergency contact is updated in Banner.

Q: I was informed when I started in 2019 that VT didn't support DC tax forms and that I'd have to set that up on my own. Does this mean current employees can now complete DC tax withholding forms in HokieSpa?

A: Yes, starting in January 2022, Virginia Tech registered to support tax forms for DC. Go to HokieSpa to fill out the DC Resident form or contact [payroll@vt.edu](mailto:payroll@vt.edu) for assistance.

### **Banner Hire Information**

Q: If we hire adjuncts each semester will we need to enter them in the New Hire Center now?

A: No, only newly hired and employee with a 12 month break in service will need to complete the new hire forms.

Q: Do we need to enter both the NOAEPAF information to start their position and PWAEBIO information prior to the employee receiving New Hire Center access emails?

A: It is highly recommended to enter their job appointment before their start date to allow enough time for the new hire to complete the new hire forms. Entering the information on the person's start is acceptable and would need to make sure that certain steps are completed in a timely manner.

Q: Does the start rate need to be updated for every position or only once upon PWAEBIO entry?

A: No, the start rate should only be entered if the individual is working outside Virginia. There are certain states and localities that require a certain form to be displayed for the new hire.

Q: We have new hires from PageUp that start but their Banner appointment has not been entered so they do not technically have a "job" on their first day of work. Would this impact this process?

A: No, this will not impact the process. Once the new hire has an active employee status, home org and hire date this will trigger the new hire workflow.

Q: What should be populated in the Banner "Start Rate" field (i.e., hourly wage, yearly salary, etc.)?

A: This depends on the position type, for hourly it would be the hourly rate and for adjuncts and GAs this would be the amount per pay period.

Q: For hires outside of PageUp who are brand new to the system, how does their 90# generate?

A: The process for generating an ID number will not change. The department will still need to use the P12W form and enter the biographical record in Banner.

Q: Will the Banner entered date automatically sync with TimeClock, or does Section 2 need completed first?

A: The current process will not be affected, the job appointment will sync with TimeClock Plus once the PAF has been entered. Completing Section 2 does not impact TimeClock Plus.

Q: What if an employee does not complete their required documents before the first day of employment that has been entered into Banner?

A: The new hire will have 3 days from their start date to complete Section 2 of the I-9. If this cannot be completed in a timely fashion then the hire date should be changed on the appointment.

Q: Will we no longer need to create a VT ID# for P14s?

A: The process of generating ID numbers will remain the same.

Q: Does the employer need to enter and approve the new job position in Banner before completing I-9 Sec 2?

A: To allow a new hire to complete Section 1 in the New Hire Center the job appointment will need to be entered for pooled positions. For salaried positions the job record does not have to be there as long as the new hire has an active employee status, home org and hire date in Banner.

Q: Our process for wage employees is that we send the offer letter, and currently send the P12W to the students and then we enter them in Banner. Will our process change?

A: The only component that may change is the timing of entering the wage job appointments in Banner.

Q: How do emergency hires receive the emails from Equifax since they will not receive an offer letter?

A: All emergency hires need to complete the P12W Wage Appointment form and the department needs to enter the information into Banner. This is the same process for other wage hires.

### **Student Information**

Q: Can you explain how the systems interfaces with the Graduate Contract system?

A: The interface will not change, once the “Push to PAF” button is selected it will create the appointment in Banner which will trigger the New Hire Center to send the emails to the newly hired student.

Q: New graduate assistantship contracts begin on 8/10 for fall but the actual work start date is often later than 8/10 and our department would complete Section 2 on the actual first day of work. Would 8/10 still pull in from Banner as the first day of work on Section 2?

A: In Section 2 of the I-9 the processor will need to change the start date to reflect the actual first date worked.

Q: Does submit to PAF button from the Graduate Assistantship Contract System send information, including I-9 completion, to the New Hire Center?

A: No, this feature only creates the job appointment in Banner. It is the job appointment that will trigger the New Hire Center to send the emails to the newly hired student.

Q: Will a student wage working in a position with new funding / supervisor but for the same department will be considered a new hire? In other words, if a student has a current job with VT or has had within a year without breaking of service will be considered also a new hire?

A: No, the student wage would not be considered a new hire.

Q: What about graduate teaching assistants and graduate research assistants who we don't hire through PageUp?

A: The Graduate Contract Tool was designed by the Graduate School to accommodate this hiring type. Student wage positions will continue to be a separate process outside of PageUp.

Q: I do a lot of student hires, and I might find out about them only a few days before they start. If I have 50 new employees, do I have to enter all positions before they get the emails to do the forms and I-9? that's a crunch for me to get them all in before they do those

forms.

A: Yes, the information has to be entered into Banner to start the process for the New Hire Center emails to be sent to the new hire. Hopefully you can ask others for assistance during hiring peaks.

Q: Would the student assistant positions need to be entered for this process to start?

A: Yes, if Virginia Tech is paying the student assistant, they have to complete this process.

### **I-9 Information**

Q: Many times, the first day of work is not the same as the hire date in Banner, especially with Graduate students. Will we be able to enter the first day of work when completing Section 2?

A: Yes, you will be able to enter the correct start date in Section 2 of the I-9.

Q: If for some reason the new hire is unable to start on the date populated in Banner, what is the process to get the hire date updated?

A: If the new hire is unable to provide documentation within 3 days of their start date the department may need to contact the HR Service Center to make the appropriate changes to the job appointment in Banner. The hire date field in Banner does not have to match the start date.

Q: If the new hire fills out all of this information, how do you know if they duplicated the I-9?

A: The I-9 will return an Everify Status of Duplicate I-9. If this status is received, please email [I9@vt.edu](mailto:I9@vt.edu).

Q: How do we know when the new hire has completed their forms? Would they have to notify us or will we get an email?

A: The new hire can notify you or the I-9 processor can log onto the New Hire Center and verify the documents have been completed.

Q: Will non-VT authorized users completing I-9s have access to the center to see if all documents are completed?

A: No, only VT I-9 Processors will be able to view documents in the New Hire Center. A remote I-9 Agent will be able to complete section 2 of the I-9 without all documents being complete, but each department should verify that all forms are complete before the new hire begins working.

Q: Is the employee filling out most of the I-9? For some of our employees, I have been doing the I-9 as the preparer. Is there no longer a section for that?

A: New employees will complete section 1 of the I-9 and I-9 Processors will complete section 2. If an employee needs help completing section 1, you can still help them complete as an I-9 preparer.

Q: Will student employees who process I-9s be able to access training materials?

A: To access PageUp LMS, the employee must have an active job in the system. This includes student employees. They should have access on their first day of employment.

Q: What about I-9s for employees in the NCR?

A: If the employee, living near the National Capitol Region (NCR) offices but not in Virginia, answers the question regarding which state they will be working in on their first day as Virginia, then the new hire can go to the NCR office. If they answer any state other than Virginia they will be presented with the remote I-9 completion option to make an appointment with a local vendor in their state to view the Acceptable Documents.

Q: How is Section 2 completed If new hires say that they are in Virginia but they cannot come to a Virginia Tech Campus Location?

A: There are many options in Virginia for new hires to get their Acceptable Documents reviewed for Section 2 completion of the I-9. If you need assistance with finding a location, contact [I9@vt.edu](mailto:I9@vt.edu) for assistance.

Q: Do employees still have 3 days from their first day of employment to provide documentation for Section 2 of the I-9 process?

A: Yes. If they cannot provide documentation within those 3 days from the start date the department may need to contact the HR Service Center for the appropriate changes to the job appointment in Banner.

Q: For the first day worked on the I-9, the Graduate Contract dates are set standard dates but the actual first day of work can be different. How would you handle the I-9?

A: You should be able to adjust the hire date on the I-9. For the I-9, please use the first date the employee physically worked.

### **Updating Information after First Day of Employment**

Q: Can work state locations outside of Virginia be updated for existing employees in the New Hire Center?

A: The New Hire Center is only for new employees.

Q: If someone hired after system launch wants to update information like tax withholding later, what system would they use?

A: For any changes made to information after the first day of employment, please use HokieSPA.

### **International Hires**

Q: What about international students and employees without Social Security numbers and/or those who have international home addresses and/or phone numbers?

A: An US mailing address will need to be entered, if they have not established residency in the US the office address should be entered on their biographical information. Employees without social security numbers will still be able to complete the new hire forms.

Q: Are departments still required to get Foreign National Data forms completed?

A: Yes, this is procedure that will not change.

Q: Does this pertain to federal work study students and new international graduate

students?

A: Yes, the New Hire Center will be used for any newly hired VT employee.

### **PageUp**

Q: If an employee started the onboarding process in PageUp before the go-live date for the New Hire Center, then all of the information will feed into Banner from PageUp and the candidate will not be linked to the New Hire Center?

A: Any newly hired employee who started the onboarding process before March 29 will need to continue with the old process.

Q: For faculty hires, most of their info does not appear in Banner until after their hire date. Will this affect when they receive access to the New Hire Center?

A: No, as long as the faculty hire has an active employee status, home org and hire date in Banner.

Q: Will the process be changing for wage employees? Once hired in PageUp, will their information be transmitted into Banner or are we still adding their appointment and bio into Banner as we have been doing now?

A: PageUp 1500 hour non-student wage bio info feeds into Banner as it normally has, and departments will still need to enter the job information into Banner as you have with all PageUp 1500 hour non-student wage jobs.

Q: We have made faculty offers with a begin date of January 2023 and August 2023. If they start their onboarding in PageUp, will they move to the New Hire Center?

A: Once the new hire has been made an offer and they accept, the PageUp system will collect information about the employee. This will be held until 90 days before the hire date. At that time, the employee will receive an email from donotreply@vt.edu to complete the forms.





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*North End Center, Suite 2300  
300 Turner Street NW  
Blacksburg, VA 24061*

*540-231-9331  
[hr.vt.edu](http://hr.vt.edu)*