

# NEW HIRE DOCUMENT CHECKLIST

Paperwork needed to complete a new hire and where to file:

- ❑ **Application** (personnel file)
- ❑ **W-4 form** (send to Payroll, 21 N. Park St., Suite 5101)  
*A new W4 needs to be completed annually if the employee claims "exempt" or at any time the employee wants to change deduction status.*
- ❑ **I-9 form** (secure personnel file)  
*I-9's are to be kept either secure or separate from the personnel file if not secure. Faxed copies of identification are NOT acceptable, a visual inspection of the actual document must be made and documented.*
- ❑ **Student Verification form** (personnel file)  
*Required for each Academic year and summer term to determine FICA status.*
- ❑ **Direct Deposit form** (send to Payroll, 21 N. Park St., Suite 5101)  
*Attach a voided check or fill in the financial institution's routing number and employee's account number. If the employee is off payroll for 8 months, a new form must be submitted.*
- ❑ **Minnesota Resident Tax form** (send to Payroll, 21 N. Park St., Suite 5101)  
*Must fill out and submit annually.*

## Record Retention Schedule - Student Employee Files

Applications (form, letter, resume, etc.) - unaccepted/not hired - retain 1 year from date of application. Destroy confidential (i.e. shred).

Employee personnel files (application, resume, work schedule, evaluations, etc.) - retain 5 years from date of termination. Destroy confidential.

Employment Eligibility Verification (I-9) - retain 3 years from date of termination. Destroy confidential.

Payroll documents (voucher sheets, reports, payroll edit, etc.) - retain 5 years. Destroy confidential.