



I-9 SUMMARY SHEET

SUBMIT TO UFS (in this order, top to bottom and stapled in the upper right hand corner):

- I-9 Form
- Supporting Documentation (copies of identification, FNIF [if required], etc.)
- Summary Sheet (one for each I-9 form)
- M-4 Tax Form
- Instruct employee to complete W-4 and Direct Deposit Form in PeopleSoft Self Service after their start date

(NON-RESIDENT ALIENS MUST COMPLETE PAPER TAX AND DIRECT DEPOSIT FORMS. THESE FORMS SHOULD BE DELIVERED TO UFS, 1033 MASSACHUSETTS AVENUE).

CHECK ONE: <input type="checkbox"/> I-9 FORM FOR NEW EMPLOYEE <input type="checkbox"/> UPDATED I-9 FORM	
EMPLOYEE NAME:	HUID (IF KNOWN):
HIRE DATE:	DATE I-9 DELIVERED TO UFS:
DEPARTMENT CONTACT:	FAS DEPARTMENT/CENTER/UNIT:
DEPARTMENT CONTACT PHONE:	DEPARTMENT CONTACT EMAIL:
EMPLOYEE TYPE:	FAS PAYROLL COORDINATOR CONTACT
<input type="checkbox"/> ACADEMIC <input type="checkbox"/> STAFF <input type="checkbox"/> TF <input type="checkbox"/> LHT <input type="checkbox"/> TA <input type="checkbox"/> TEMP <input type="checkbox"/> STUDENT TEMP	<input type="checkbox"/> CONNIE HOLT connie_holt@harvard.edu <input type="checkbox"/> JOANNE SPERAZZO joanne_sperazzo@harvard.edu <input type="checkbox"/> RITA CUTRONI rcutroni@fas.harvard.edu

Note to University Financial Services: Please notify the FAS Payroll Coordinator listed above regarding any incorrect or incomplete I-9 forms. Please keep summary sheet with I-9 form.

For additional information and resources for completing I-9s, please visit the FAS HR website: <http://hr.fas.harvard.edu/pages/i-9-submission-process-and-resources>