



Select 'Tufts New Employee Information' from the Self Service menu.

## Tufts University New Employee Information

EmplID: \_\_\_\_\_

### Welcome to Tufts

To begin the New Hire process, click the *Start Process* button.

On the following pages you will be asked to provide information about yourself such as your social security number, date of birth, education, emergency contacts and ethnicity. You will also complete information for your direct deposit, your federal and state tax withholdings, and your portion of the I-9 form.

You will need to bring your supporting I-9 documentation with you on your first day of work so that your I-9 can be approved.

Before beginning please have the following information available.

- Your Emergency Contact information (e.g. name, address, telephone number)
- Your bank's routing number(s) and your account number(s) for your direct deposit information (available on a check)

If you are a benefit eligible employee, after your I-9 has been approved you will receive an email message asking you to return to the New Employee web pages and make your benefit elections.

Select this link to begin the new hire process.

Start Process

## Tufts University New Employee Information

As you enter and save the information on each page, the *Date Completed* will display below and an **Update** button will appear next to the date. You can use the *Update* button to go back and change your information.

As you complete each step a link will be available to take you to the next page or return you to the Summary Page.

**Note: If a step is REQUIRED, you will not be able to continue to the next step until you complete that information.**

Contact Tufts Support Services at 617.627.7000 if you have any questions.

Click Start or Continue

**Start**

Select "Start" to begin moving through the steps on this list in the order displayed. **Required steps must be completed before you can move to the next step.**

New Employee Summary Page		
Step	Description	Date Completed
<b>Personal Data</b>	=====	
Personal Information	Add your social security number, date of birth, gender and information about your veteran and disability status. This is REQUIRED..	
Education data	Add your Post Secondary Education and Degree information.	
Ethnic Code	Enter your ethnicity. This is REQUIRED.	
Emergency Contact	Add an Emergency Contact - This is REQUIRED.	
<b>Payroll Data</b>	=====	
Direct Deposit	Add your Direct Deposit accounts - This is REQUIRED.	
Notice of Deposit	Sign-up for an email notification to view your paycheck.	
W4	Add you W4 data - This is REQUIRED.	
I-9	Add your I-9 information - This is REQUIRED. After you complete this step you will need to show proof of citizenship before you can elect your benefits.	
<b>Benefits Data</b>	=====	
Enroll in Benefits	Enroll in Benefits	
Confirmation Statement	View and print your benefit elections. This page will take a few seconds to load.	

## PERSONAL INFORMATION

**Personal Information**

Gender

Male  Female

Disability Status

If you are an individual with a qualified disability and would like to be considered under the University's Affirmative Action program, please tell us. You may inform us of your desire to benefit under the program at this time and/or at any time in the future. This information will assist us in making accommodations for your disability in accordance with the University's Section 504 Policy. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. Information you submit will be kept confidential and separate from your university personnel file to be used only in accordance with these and any other applicable laws.

'Disability' is defined as a physical or mental impairment that substantially limits one or more of an individual's major life activities regardless of whether the impairment is mitigated by medication and/or other measures.

I wish to self-identify as having a disability

Yes  No

Veteran Status

If you are an individual who qualifies as a covered veteran of the United States military forces, please take a moment to report your current status consistent with federal reporting requirements under VETS-100 for federal contractors:

[Click here for Veteran Status definitions](#)

Disabled Veteran

Recently Separated Veteran

Armed Forces Service Medal Vet

Active Duty/Campaign Badge Vet

Other Protected Veteran

No Military Service

Save

New Hire Event

[Return to New Hire Summary](#) [Go to next step - Education](#)

Gender will default to blank. Select male or female.

Disability Status will default to 'No.' Make another selection if applicable.

Please select a Veteran Status

**Save your information.** You must save your information as you complete each page

Select 'go to next step' at the bottom of each page to move through the new hire process.

## Education Details

Please use this page to view or change your post-secondary education and degree information. To add education information please click on the Add Education button

### Education Background

<u>School</u>	<u>Description</u>	<u>Country</u>	<u>State</u>	<u>Year</u>	<u>Highest Degree</u>	

Add Education

Click 'Add Education to add post-secondary education information

### New Hire Event

[Return to New Hire Summary](#)

[Go to next step - Ethnicity](#)

Use this page to enter new education information

## Education

To add a school you attended, please enter the Country where your school was located and then click on the magnifying glass next to the School Code to bring up a list of schools for that country. Then enter all or part of your school's name and or enter the state or region to display a list of schools for that state or region.

If you do not see your school or degree listed please click on the 'Is your school missing from the list?' check box and enter the Country and name of your school or degree you would like added. Your school or degree information will be updated and we will notify you by email when you can go back and enter your school.

To enter your degree information please click on the magnifying glass next to the Degree field and select your degree.

Please enter the State or region for your school and the year you attained your degree and Save this information.

To add additional education data, return to the Education Details page and click on Add E

Click the magnifying glass to select your information from the School table and degree table. These tables contain many US and international schools. If your school and/or degree are not on the list, click this box.

Country

School Code

State

Degree

Year Degree Awarded

Is your school or degree missing from the list?

Please enter country, school name, or degree.

Save

Enter the country, school and /or degree needed. An email will go the HRIS dept who will verify the school and/or degree and add it to the appropriate table. Once complete, we will send you an email so you can enter your school data.

[Return to Education Details Page](#)

## Ethnicity

The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. 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 laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

1) Are you Hispanic or Latino?

[Explain](#)

- Yes  
 No

2) What is your race? Select one or more.

[Explain](#)

- American Indian or Alaska Native  
 Asian  
 Black or African American  
 Native Hawaiian or Pacific Islander  
 White

Save

New Hire Event

[Return to New Hire Summary](#)

Please respond to both questions 1) and 2). You may select more than one value on question 2). Then click on 'Save'

## Emergency Contacts

### Emergency Contacts

Contact Name	Relationship to Employee	Primary Contact	Edit	Delete
		<input type="checkbox"/>		

Add Emergency Contact

Select this link to add emergency contact information. You may add more than one emergency contact.

New Hire Event

[Return to New Hire Summary](#)

### PAYROLL INFORMATION

Have a blank check(s) available to complete your direct deposit information. Select "Add Account" to begin.

#### Direct Deposit

Please setup a Balance account, by clicking on the Add Account

Use this page to review, add or update your direct deposit information. You can add up to five accounts. The Deposit Type on your first account will default to 'Balance'. You may select any combination of amounts or percentages for any of your other direct deposits.

If you are changing your account, bank or account type please click 'Edit', add your information and then hit 'Save'.

Note, all new or changed accounts will be pre-noted up to two pay cycles depending on your bank. (Pre-noting is an electronic test to the financial institution to verify the Transit-ABA#, Account # and name on the account.) You will receive a paycheck until this process is completed.

Direct Deposit Detail					
Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order

Add Account

New Hire Event  
[Return to New Hire Summary](#)

Direct Deposit

### Add Direct Deposit

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**Your Bank Information**

Routing Number  [View check example](#)

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**Distribution Instructions**

Account Number

\*Account Type

\*Deposit Type

\* Required Field

[Return to Direct Deposit](#)

Routing and Account numbers can be found at the bottom of a blank check. Your first Deposit Type will default to 'Balance'. You may enter additional direct deposits.

Click 'Submit' and then 'Return to Direct Deposit'

## Notice of Deposit

If you would like to receive an email reminder, check the box below and then click the 'Submit' button.

A reminder will be sent to this email address when your pay is processed.

Mark.Shenton@tufts.edu

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Submit

### New Hire Event

[Return to New Hire Summary](#)

[Go to next step - W4](#)

Request an email reminder when payroll is run. This will provide the amount and date of your deposit.



### Federal and State Tax Data

Trustees of Tufts College

You must complete Federal and State tax withholding information so the HR Service Center can calculate the correct amount of taxes to withhold from your pay. Taxes are withheld from your wages based on marital status and the number of allowances claimed. You may also specify that an additional dollar amount be withheld. You can file new withholding information anytime your tax situation changes and you choose to have more, or less, withheld.

Whether you are entitled to claim a certain number of allowances or exemption from federal withholding is subject to review by the IRS. Your employer may be required to send a copy of your W4 form to the IRS.

The federal government provides a worksheet with instructions and tables to assist employees in calculating the correct withholding. This worksheet is available at:

Home Address

#### W-4 Tax Data

Enter total number of Allowances you are claiming (10 or less)

Enter Additional Amount, if any, you want withheld from each paycheck

Indicate Marital Status

Single  Married

Check here and select Single status if married but withholding at single rate.  
Note: If married, but legally separated, or spouse is a nonresident alien, select 'Single' status.

W4 Name Check  
You must call 1-800-772-1213 for a new card.

#### Claim Exemption

I claim exemption from withholding for the year  and I certify that I meet

BOTH of the following conditions for exemption

1. Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability.
2. This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.

Check this box if you meet both conditions to claim exempt status.

#### Work Location for State Taxation

What STATE do you work in?  What STATE do you live in?

Submit

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

Complete Federal (W-4) and state tax information by indicating the number of allowances you are claiming. Use the IRS worksheet if you need help calculating your correct withholdings.

### Verify Identity

To protect your privacy, verify your identity by typing your password. If you are not this user, click **Sign Out**.

User ID:

Password:

You must re-enter your Tufts password and click continue to finalize your tax deductions.

I-9 Form

## Employee Information and Attestation

Trustees of Tufts College

You must complete the Employment Eligibility Verification form (I-9) by the end of your first day of work. Please read instructions carefully before completing this form. The instructions must be available during completion of this form. ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Read all instructions carefully before entering information on this page: [I-9 Instructions for Employee](#)

### Personal Information

Last Name  Middle Initial

First Name

Date of Birth

Social Security #

### Home Address

Address

City  State

Zip Code  Country

### Other Names Used (if any)

Other Names

### Citizenship and Employment Authorization

I attest, under penalty of perjury, that I am (select one of the following):

A citizen of the United States

A noncitizen national of the United States (only natives of American Samoa OR Swain's Island)

A lawful Permanent Resident Alien Registration Number/USCIS Number

An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy)

Please provide your Alien Registration/USCIS Number or Form I-94 Admission Number.

Alien Registration Number/USCIS Number

Form I-94 Admission Number

Source of Admission Number

Foreign Passport Number

Country of Issuance

### Minor and Special Placement Details

If a parent or legal guardian of a minor (individual under age 18) OR a representative or a legal guardian of a person who meets the Special Placement criteria, as defined by the INS, completes this form, please select the following as they apply.

Special Placement Employee unable to present a List A or List B document

Minor unable to present a List A or List B document

Prepared and/or translated by a person other than the Employee

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.

### New Hire Event

[Return to New Hire Summary](#)

**Please enter your name, date of birth and social security number and your home address**

**Other Names Used:** If applicable, enter your Maiden Name (Last, First).

**Citizenship and Employment Authorization:**

Click on the button that describes your citizenship status:

**Citizen or National.** A **Citizen** is a person who is born in the United States (including Puerto Rico, Guam, the Virgin Islands, and the Northern Mariana Islands) or who is born in a foreign country to a parent who is an American citizen, or a person who became a citizen through the Naturalization process. A **National** is a person born in American Samoa, including Swains Island.

**Lawful Permanent Resident.** A non-U.S. citizen who has been given permission to make his or her permanent home in the United States and who has been issued a Permanent Resident Card (a.k.a. Green Card). If you are a Lawful Permanent Resident, enter your Non Resident Alien # (number beginning with an A).

**Alien Authorized to Work.** A non-U.S. citizen who has been given a Work Visa which makes the person eligible to work in the United States. If you are an Alien Authorized to Work, enter the expiration date and either your Alien Number or Admission Number.

**7. Minor and Special Placement Details. (In rare instances, a parent or legal guardian of a minor under age 18 OR a representative or a legal guardian of a person who meets the Special Placement criteria, as defined by the INS, may be completing this form for the employee. In that event, the person should click on the appropriate reason for completing the form.)**

When this form is complete, select "Accept"

**Before the end of the third business day of your hire, you must bring documents verifying your identity and your ability to work in the United States to Tufts Support Services (TSS). Please refer to the TSS website at <https://tuftstss.force.com/> for campus locations.**

## Tufts University New Hire Event

EmpID:

### **i** Stop.

You must provide documents that establish your identity and employment authorization within three days of your hire date, not including the date of hire. If your start day is on a Wednesday, this must be completed by the following Monday.

A list of acceptable documents is available at:

[US Citizenship and Immigration Services](#)

Please visit one of the approved locations with your verification documentation. A list of approved locations can be found here:

[HR I9 Documentation](#)

You will not be permitted to work or be paid after the 4th day until the I-9 form has been completed.

If you are a benefits eligible employee, you will receive an email message notifying you to continue with the New Hire process and elect your Benefits after the I-9 verification is complete.

Please click on the Sign Out button above or click on the link below to return to the New Hire process.

[Return to New Hire Process](#)

Completion of the I-9 is required before you can continue to Tufts Support Services (TSS) within three days of your start date to complete this process. **You will not be paid until this is complete.**

Please refer to the TSS website at <https://tuftstss.force.com/> for campus locations.

If you are eligible for benefits, once the I-9 process is completed, you will return to Employee Self Service to make your benefit elections