

New Employee Payroll Information

Division of Human Resources · University of Massachusetts · Amherst
Room 330 Whitmore Administration Building, (413) 545-0360

The following information has been prepared to acquaint new and faculty and staff with the University's payroll process. Questions concerning this material may be directed to Human Resources by calling 545-0380 ☎ or by visiting our office in Room 325, Whitmore Administration Building between the hours of 9:00 a.m. and 4:00 p.m., Monday through Friday.

What's Required to Get on the Payroll?

☐ I-9 Form

To be in compliance with the Immigration Reform and Control Act of 1986 the University must complete an I-9 form for all new employees. The law requires that you provide us with certain documents at the time of hire that will establish your identity and employment eligibility. A list of acceptable documents is available on the U.S. Bureau of Citizenship & Immigration website <http://www.immigration.gov/graphics/formsfee/forms/files/i-9.pdf> or by calling Human Resources, 545-0383. ☎

I-9 forms can be completed in Human Resources, Room 325, Whitmore Administration Building. You cannot be paid until the I-9 Form has been completed and submitted to our office.

☐ TB Test

An intradermal tuberculin (TB) test or chest x-ray is required for certain jobs on campus. You will be advised by the department that's hired you as to whether you'll need a TB test. If so, the test needs to be done within 90 days prior to your employment start date. The University Health Services administers the test free of charge but requires an appointment be made by calling 577-5101. ☎

TB test results must be submitted directly to Human Resources Room 325, Whitmore Administration Building. A paycheck cannot be issued until our office has received the TB test results.



☐ Tax Forms

For income tax purposes you need to complete a W-4 Federal tax withholding form and an M-4 Massachusetts tax withholding form. Anyone claiming the student exemption from taxes is required to re-file for that exemption each calendar year.

☐ Personnel Data Sheet

The information you provide on this form enables us to create your personnel record at the University.

☐ Personal Data Directive Form

Under the University's *Fair Information Practices Regulations*, you have the right to request that certain personal data regarded as "Directory Information" not be released to anyone other than University personnel or where required by statute, court order, or legitimate University purpose. You are asked to fill out a Data Directive Form and specify what information, if any, you want to restrict from release or publication. Personal data items that can be restricted include:

- home address
- home phone number
- marital status
- data of birth

The Data Directive Form and Privacy & Confidentiality Regulations are available on Human Resources' website: <http://www.umass.edu/humres/> in the Employee Information & Forms section.

□ **Social Security Card**

Each new employee is required to provide a copy of his or her social security card to Human Resources at the time of hire. The name on your card must match the name on your paycheck. If you name you wish to use on your payroll checks is different from the one on your social security card, or if the name on the card is not correct, you'll need to go to the nearest Social Security Administration (SSA) office and arrange to have a corrected card issued.

To change the name shown on your card, you will have to complete Form SS-5 which is available for download at <http://www.ssa.gov/online/ss-5.html> and submit it to the SSA along with evidence of your identity. Or you can obtain Form SS-5 by calling 1-800-772-1213 or visiting your local Social Security office. These services are free.

If You Do Not Have a Social Security Number

It is the Amherst campus' general policy not to process employment paperwork without a social security number (SSN). However, non-resident aliens may be employed for up to six (6) weeks without an SSN provided all other identification documentation is in order.

Any employee who does not have an SSN should apply for one immediately. Information on how to obtain a number is available from the Human Resources Information Center, Room 327C, Whitmore Administration Building, 545-0383 ☎. Once you receive a social security card, you must provide a copy of it to Human Resources and also report the number to the Graduate School Records Office.

A representative from the Social Security Administration (SSA) is usually on campus in January and August to take social security number applications. Contact the International Programs Office for dates and locations, 545-2710 ☎.

□ **Appointment Form**

In order to be paid on the University payroll, your employing department must submit a completed Personnel Action Form with any appropriate attachments (i.e., Offer & Acceptance Form, etc.) to Human Resources.

Paycheck Schedule

The University of Massachusetts has a bi-weekly payroll system, meaning that you will be paid every other Friday. An annual schedule of check issue dates is available from Human Resources. Salary checks/pay statements are sent to the department you work for. If you have more than one job on campus, you can expect your earnings to be combined in a single check. However, there may be some instances where separate checks are issued.

Direct Payroll Deposit

Direct payroll deposit is mandatory for staff and faculty. Your paycheck will be electronically deposited into the bank(s) or credit union you designate (up to a maximum of 4) by filling out a Direct Deposit form in Human Resources, Room 325, Whitmore Administration Building. A pay statement detailing your earnings and deductions will be issued to you at the department where you work. Normally it takes about five weeks before the direct deposit takes effect. In the meantime you will receive a regular paper check. The Direct Deposit form may be downloaded from our HR website.



Account Choices & Procedures

Savings Account - If you plan to deposit your pay into a savings account, bring the **transit routing number** (contact your bank for this number) **and the savings account number** with you at the time when you complete the Direct Deposit Authorization form with Human Resources.

Checking Accounts – If you want your pay to go into a checking account, you must bring a personal check with you at the time when you complete the Direct Deposit Authorization form with Human Resources.



If you close your account or change bank account numbers, contact Human Resources immediately by calling 545-6119☎ to prevent a delay in getting paid!

HR Employee ID#

Human Resources' (HR) computer system assigns a randomly generated, 8-digit identification (ID) number to every new employee when his or her initial appointment form is processed. You will find your HR employee ID# printed on your pay statement. Your HR employee ID number is not the same as the Campus Community ID shown on your University UCard.

Campus Community ID#

An 8-digit ID number assigned by the Student Information System (SIS) for people associated with the Amherst campus. The ID is printed on your University UCard and is used by the Parking Office, Library, OIT, and other service related departments. Instructors, advisors and staff in academic areas will use this ID to perform registration duties and student system functions. (

Tax Treaty

Nonresident alien students who are new employees and who plan to claim an exemption from taxes under a U.S. tax treaty, must come to the Human Resources Information Center to fill out a Form 8233. Employees covered by tax treaties are required to re-file for the exemption each calendar year in order to continue receiving the tax treaty benefit. This should be done before the end of the semester in December or at the beginning of January. Human Resources sends a reminder notice to affected employees before the new tax year begins.

NOTE: Form 8233 cannot be processed by Human Resources unless you have a social security number or can provide proof that you have applied for one.

Payroll Advances

Payroll advances against future weeks' salary are not allowed under any circumstance. Advances are only available in the event that an administrative error has lead to an employee not getting paid AND provided that the employee has completed and submitted all of the forms/documentation required in order to be placed on the University payroll. Employing departments, rather than individual employees, make arrangements for an advance by contacting Human Resources.

Name/Address Change

If your name or address changes, you need to come to Human Resources, Room 325 Whitmore Administration Building and complete the necessary forms. This will ensure that your personnel/payroll record and W-2 information is accurate.