New GIC-Eligible Employee Hiring Paperwork
This PowerPoint provides information regarding the forms required for the University to employ you & begin paying your salary.

It is critical that you RSVP for, and attend, a Benefits Orientation within (or prior to) your first two weeks of employment in order to secure your rights to certain benefits.

If the position you have been offered is not GIC-eligible please do not complete these forms as they do not apply. Rather contact the Human Resources Employee Service Center so we may provide you the appropriate forms.
Thank you for helping us pay you on time!

Hiring paperwork completed by your employing department

Human Resources

Payment directly deposited in your bank account

Hiring paperwork in the package you are about to complete
University Pay Schedule

NOTE: we are paid every other Friday

<table>
<thead>
<tr>
<th>Work performed</th>
<th>Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/09/15 - 08/22/15</td>
<td>08/28/15</td>
</tr>
<tr>
<td>08/23/15 - 09/05/15</td>
<td>09/11/15</td>
</tr>
<tr>
<td>09/06/15 - 09/19/15</td>
<td>09/25/15</td>
</tr>
<tr>
<td>09/20/15 - 10/03/15</td>
<td>10/09/15</td>
</tr>
</tbody>
</table>

For example: if you worked between Sept. 6 and Sept. 19 and Human Resources receives all of your hiring paperwork by Sept. 11, you will first be paid on Sept. 25.
New Employee Checklist

- Sign & Date
- Print your name
- Remember to:
  - complete the on-line Conflict of Interest Training & forward the Certificate of completion to UMass Human Resources
  - Register for a Harassment Prevention and Intro to Anti-Bullying workshop

I hereby acknowledge that:

- I have read and understood the referenced and enclosed materials.
- Once I have received my first pay statement from the University of Massachusetts Amherst, I must log onto the HR Direct system (from www.umass.edu/humres) to verify receipt of the attached Summary of the Conflict of Interest Law for State Employees.
- Within thirty (30) days of my date of hire I must complete the mandatory Massachusetts State Ethics Commission on-line Conflict of Interest training and submit the certificate of completion to Human Resources. Please go to www.stateprog.eth.state.ma.us
- I will register for and attend a Harassment Prevention and an Intro to Anti-Bullying workshop. Please register on-line at: www.umass.edu/wld/workshops

Signature ___________________________ Date ___________________________

Printed Name ___________________________
Please leave the “EmplID” and “Rcd” fields blank. An 8-digit Employee ID will be issued to you and will appear on your first pay statement.

Local Address – where you are living now

Mailing Address (may be international)
As a public employee some information about you is public information. This is your first opportunity to restrict what information the University will release if it is requested.

Don’t forget to sign & date!
1. Write Your Personal Information

2. Answer questions 1 – 3 to calculate your number of exemptions for line 4.

3. Write any additional bi-weekly withholding on line 5.

4. Sign & Date
Please complete sections 1-7 on the federal tax withholding form.

You can change your tax withholding elections with Human Resources at any time.

Don’t forget to sign & date
Employment Eligibility Verification (I-9) Form

You must complete the I-9 form with one of the following:

1. A UMass Human Resources representative
2. A representative of the CUPA I-9 Reciprocal Processing Consortium
3. A notary public who is willing to complete Section 2 of the form and notarize copies of the supporting documents confirming they are copies of original, unexpired documents that s/he has personally seen.
Employment Eligibility Verification (I-9) Form

If you do not use a name other than the Last & First name you provided, please write “N/A” in the “Other Names” field.

Indicate here what makes you eligible to work in the United States.

Don’t forget to sign & date
Remember to bring original, unexpired documents when meeting with whomever is completing Section 2 of the I-9 form.

**LISTS OF ACCEPTABLE DOCUMENTS**

All documents must be UNEXPIRED.

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

### List A
Documents that Establish Both Identity and Employment Authorization

1. U.S. Passport or U.S. Passport Card
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa
4. Employment Authorization Document that contains a photograph (Form I-766)
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:
   a. Foreign passport and
   b. Form I-94 or Form I-94A that has the following:
      (1) The same name as the passport; and
      (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association between the United States and the FSM or RMI

### List B
Documents that Establish Employment Authorization

1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
2. ID card issued by federal, state, or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
3. School ID card with a photograph
4. Voter's registration card
5. U.S. Military card or draft record
6. Military dependent's ID card
7. U.S. Coast Guard Merchant Mariner Card
8. Native American tribal document
9. Driver's license issued by a Canadian government authority

### List C
Documents that Establish Employment Authorization

1. A Social Security Account Number card, unless the card includes one of the following restrictions:
   (1) NOT VALID FOR EMPLOYMENT
   (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION
   (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. Native American tribal document
6. U.S. Citizen ID Card (Form I-197)
7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
8. Employment authorization document issued by the Department of Homeland Security
9. School record or report card
10. Clinic, doctor, or hospital record
11. Day-care or nursery school record
Please do not complete any portion of I-9 Section 2. UMass Human Resources, A representative of the CUPA I-9 Reciprocal Processing Consortium or a notary public must complete this portion of the form.
HR - Direct Deposit

Direct Deposit is required

Don’t forget to provide your Bank’s name and sign & date at the bottom of the form.
HR – Statement Concerning Your Employment in a Job Not Covered by Social Security

Your earnings from the Commonwealth of Massachusetts are not subject to the federal Social Security tax.

More information about the Windfall Elimination Provision and Government Pension Offset is available on-line.

Don’t forget sign & date.
In Lieu of Social Security, you must contribute to one of the Commonwealth’s retirement plans…

During the first 180 days of employment you may choose to participate in one of the two Commonwealth retirement programs (below.) New employees currently contribute 9% of salary up to $30,000 and 11% of annual salary above $30,000 to one of these programs.

• **State Employee's Retirement System** (MSERS) is a defined benefit or pension plan. SERS pensions are calculated based on the age at which you retire, years of service contributing to the pension system and your highest five consecutive years of salary averaged together.

• **Optional Retirement Program** (ORP) is defined contribution plan. The Commonwealth contributes 4.3% of your salary to your ORP account in addition to purchasing long-term disability and life insurance for ORP members. You may choose TIAA/CREF, Fidelity or VALIC to manage your ORP retirement account.
…if you are uncertain at this point which plan to chose…

Enrolling in the State Employee's Retirement System will allow you the 180 days to enroll in the Optional Retirement Program. Enrollment in the Optional Retirement Program is irrevocable. If you enroll in the Optional Retirement Program you may not switch to the State Employee's Retirement System at a later time without a significant break in employment.

Useful tools in comparing SERS and the ORP are available on-line at http://www.mass.edu/forfacstaff/orp/choosing.asp
Notice of ORP Eligibility

Dear: ___________________________ Date: ___________________________

I am pleased to inform you that, as a new ___________________________ with the University of Massachusetts Amherst, you may* be eligible to choose coverage under one of the Commonwealth’s two retirement plans:

- The Optional Retirement Program (ORP)
- The State Employees’ Retirement System (SERS)

*Please note that you are not eligible to elect participation in the ORP if you are already vested in a Commonwealth of Massachusetts pension system (such as SERS, Massachusetts Teachers’ Retirement System, or other plan operating under Chapter 32 of the Massachusetts General Laws, i.e. many county pension systems). Additionally, you must remain a member of the ORP if you have contributed to the ORP for 6 of the 12 months prior to the effective date of your new, ORP-eligible position.

Election Period: If you are eligible for ORP coverage, you must select one of the two retirement plans during your 180-day Enrollment Period, which begins ____________ and ends ____________.

** During this period you may enroll in SERS and transfer to the ORP. You may not transfer from the ORP into SERS. All ORP enrollments are irreversible.

If you do not submit completed ORP enrollment forms to UMass Amherst Human Resources for receipt by 5pm at the end of your Enrollment Period**, you will remain enrolled in SERS.

I have attached the ORP “Enrollment Guide” for your reference. To learn more about the ORP and the Providers offering investments and services under the Plan, go to the ORP web pages at www.mass.edu/orp. Information on how to complete an ORP enrollment is available on-line at www.mass.edu/opensurveillance and at the UMass Amherst Human Resources Employee Service Center (room 325 Wilmot Administration Building, open M-F, 8:30am-5:00pm).

The Massachusetts State Retirement Board can answer your questions about the SERS (www.mass.gov/Cite/docs/retirement/legislate.pdf).

Your retirement benefits are an important part of your overall compensation package with the Commonwealth. Therefore, you should exercise great care in selecting the plan that best suits your needs.

Please confirm your receipt and understanding of this notice by signing below, and returning the original to me. Remember to keep a copy for yourself.

Sincerely,

Kelly Pleasant, Benefits Supervisor

To be Completed by the employee:

☐ have ☐ have not participated in the ORP during six of the past twelve months.

_________________________ ___________________________
Employee’s Signature Date

You must sign & date the Notice of ORP Eligibility form confirming that, if you elect membership in the Massachusetts State Employees’ Retirement System, you are aware of the 180 day period during which you may move to the Optional Retirement Program.

You must complete this form even if you immediately elect to be a member of the Optional Retirement Program.
If you would like more time to consider your retirement plan options, please complete the MSERS New Member Enrollment Form in full.

The State Board of Retirement not accept this form if it contains cross-outs. If you make an error, please reprint a blank form and start again.
If naming more than one beneficiary you must divide the proceeds in whole percentages (e.g., 33% is acceptable, 33.3% is not.)

Your witness may not be one of your beneficiary(ies).
If You Elect to Enroll in the ORP Immediately

You must complete all ORP Enrollment forms:

• ORP Enrollment/Change Form
• The Standard Insurance Enrollment Form

And submit a printout confirming that you have established an ORP account on-line.

Enrollment in the ORP is irrevocable.

Please carefully follow the ORP Enrollment Process as outlined on-line.
Please…

Return all completed forms to:

University of Massachusetts Amherst
181 President’s Drive, 325 Whitmore Admin. Bldg.
Human Resources
Amherst, MA 01033

Please contact Kelly Pleasant (tel: 413.545.1478 / e-mail: kpleasant@admin.umass.edu) to RSVP for a Benefits Orientation within (or prior to) your first two weeks of employment. If you do not enroll in certain benefits at your time of hire you may remain ineligible for those benefits throughout your University employment.
Questions?

- **Leesa Lesenski**
  Human Resources, 545.6114, llesenski@admin.umass.edu

- **Dorothy Shimel**
  Retirement Specialist & Service Center Supervisor, 545.6113, dshimel@admin.umass.edu

- **Kelly Pleasant**
  Benefits Supervisor, 545.1478, kpleasant@admin.umass.edu