New Hire Tax and Employment Forms
Temporary Procedure
Office of Human Resources

Effective July 6, 2020

Overview:

This document outlines the required temporary steps for distributing and collecting required tax and employment documents for new hires. To ensure the safety and wellbeing of staff and visitors, all in-person interactions will be in accordance with CDC and related Federal, State and Local Guidance.

Questions may be directed to the Office of Human Resources at careers@duq.edu

Distribution of Tax and Employment Forms to New Employees:

1. Once an applicant is selected for a position, hiring departments must promptly prepare and send hiring documents (scheduled payroll authorization form, letter of appointment, contract) to the Office of Human Resources.

2. Upon receiving an offer of employment, new employees must contact HR by phone at (412) 396-6575 and select option 7 or they may send an email to careers@duq.edu and provide their contact information. Advanced notice is preferred and contact must occur prior to new employee’s start date.

3. HR will review to determine if the employee has worked previously for the University. If the employee has not worked previously for the University and earned a paycheck within the last 12 months, new tax and employment forms must be completed (Proceed to step 4 below). If new tax and employment forms are not needed, HR will advise the employee of the next steps.

4. To receive the tax and employment forms, new employees may do one of the following:

   a. Print out the forms located on our website: www.duq.edu/work-at-du/human-resources-home/forms-data-and-documents

   b. Pick up hard copies of the forms in the lobby of Koren Hall: 718 Fifth Avenue.
Providing Guidance to Employees and Answering Questions:

1. The tax and employment forms will be completed by the new employee at home or in a suitable remote location. If any assistance is needed, the new employee may set up a phone or Zoom appointment by calling (412) 396-6575 and selecting option 7 or by sending an email to careers@duq.edu. As an alternative, detailed written directions on completing the tax and employment forms are available online at www.duq.edu/work-at-du/human-resources-home/forms-data-and-documents.

2. The phone and Zoom meetings will include the following:
   a. Information on how to complete the forms accurately and completely.
   b. Direction on how to schedule an appointment to turn in completed tax forms.
   c. Reminders on the required identification and work eligibility documents to bring with you to your scheduled appointment.
   d. Reminders of health and safety guidelines including required face coverings and social distance protocols.

3. If for some reason the options above are not feasible for a new employee, (i.e. in the event of an accessibility issue) HR will work with the new employee to make special arrangements.

Collecting Completed Tax and Employment Forms

Employees must have a scheduled appointment in order to turn in completed tax and employment forms. Employees may not walk in without a previously scheduled appointment. To schedule an appointment, please call (412) 396-6575 and select option 7.

Upon arrival to HR (Koren Hall: 718 Fifth Avenue):

1. The new employee must ring the doorbell located on the exterior of Koren Hall, state their name, and scheduled appointment time. Only employees with a scheduled appointment will be granted entry. Friends and others accompanying the new employee must remain outside the building.

2. The new employee will enter the HR office and follow appropriate health, safety, and social distance requirements.

3. The HR Staff member will ask that the employee present and review forms – one at a time – to ensure completeness and accuracy.
4. A visual inspection of the identity and work eligibility documents (to satisfy form I-9 requirements) will occur.

5. The HR staff member will collect the completed tax and employment forms.