



ADELE H. STAMP STUDENT UNION

Center for Campus Life

Welcome to The Stamp! We are so excited to have you on The Stamp team. Enclosed in this packet are the hiring documents that you will need to complete for us to get you enrolled in the employment system. Should you have any questions, please contact your supervisor or the Coordinator for Human Resources, Training, & Development:

Marinel Martinez- Benyarko

marinel@umd.edu

301-314-7289

Page 2: New Employee Information Form: Complete all requested information. If unsure of pay rate, department, or your start date, ask your supervisor.

Page 3-5: I-9 Form: Complete **only** the first section of this form. This needs to be submitted with copies of your identification for proof of identity and citizenship. See page 3 for acceptable forms of ID. If you do not have the ability to make a copy, we can on the third floor of The Stamp make the copies for you when you turn in your completed forms.

Page 6: Direct Deposit Form: It is required that you sign up for direct deposit (paper paychecks will be printed until the direct deposit form goes through). ALL information needs to be completed on this form (including bank name, bank number, and the checking/savings account number). There may be more spaces than you need for the account or bank numbers. Leave the spaces you don't need blank or mark them with an "X."

Page 8: W-4 for residents of MD and other US states (except West Virginia and Washington, DC): Fill out sections 1 and 4 of this form with the appropriate information. This form is pre-populated with exempt status, indicating that you are still claimed on a parent or guardian's taxes and anticipate making under \$9,750.00 this calendar year. To complete the form without exempt status, please complete a blank W-4 form found on the Stamp's website under student employment.

Note: This form needs to be completed in **black** ink, with no crossed out portions, corrections, or extraneous marks. Additionally, under "County of Residence" make sure you are writing your COUNTY of residence, not COUNTRY of residence.

Page 10: Complete and sign.

Page 11: Complete and sign.

Page 12: This is your pay period information. Please note the dates and information covered (the dates noted on your check are NOT for the days you worked, but the pay period only. Reference the dates on this sheet to determine the days you were paid for and when your pay will be deposited).

Page 13: Please read through this and contact the Assistant Director for Human Resources, Training & Development with any questions.

Please turn in all completed documentation to the 3rd floor administrative offices in The Stamp prior to your first day of employment (unless instructed otherwise).



STUDENTS: NEW EMPLOYEE INFORMATION FORM

EMPLOYEE INFORMATION

Name: _____ Preferred Name: _____

E-mail Address: _____ UID#: _____

Phone # _____ Directory ID: _____

Expected UMD Graduation Date: _____ Date of Birth: _____

EMERGENCY CONTACT INFORMATION:

Name: _____ Phone#: _____ Relationship to Student: _____

DEMOGRAPHIC INFORMATION

CITIZENSHIP OR VISA STATUS (check one)

A1	Nonresident with Diplomatic Visa	
CB	Citizen of U.S.	
F1	Nonresident Alien with Student Visa	
J1	Nonresident Alien with Exchange Visa	
PR	Permanent Resident or Resident Alien	
Other:		

RACIAL IDENTITY (check one or more)

American Indian or Alaskan Native	
Asian	
Black or African American	
Native Hawaiian or Other Pacific Islander	
Caucasian/White	
Prefer not to identify/other	

SPECIAL ACCOMMODATIONS

Would you like to discuss with HR any accommodations you may need to complete your core job duties?

YES NO

ARE YOU HISPANIC OR LATINO?

(A person of Spanish or Latin American culture/origin, regardless of race)

YES NO

Are You Active Military: YES NO

EMPLOYMENT START DATE: _____

DEPARTMENT IN STAMP: _____

Employee Signature: _____

Date: _____



Employment Eligibility Verification
Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS
Form I-9
 OMB No. 1615-0047
 Expires 08/31/2019

▶ **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation *(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)*

Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Last Names Used (if any)	
Address (Street Number and Name)			Apt. Number	City or Town		State ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number □□□□ - □□ - □□□□		Employee's E-mail Address		Employee's Telephone Number	

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.

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

<input type="checkbox"/> 1. A citizen of the United States	
<input type="checkbox"/> 2. A noncitizen national of the United States <i>(See instructions)</i>	
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____	
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____ Some aliens may write "N/A" in the expiration date field. <i>(See instructions)</i>	
<p><i>Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.</i></p> <p>1. Alien Registration Number/USCIS Number: _____ OR 2. Form I-94 Admission Number: _____ OR 3. Foreign Passport Number: _____ Country of Issuance: _____</p>	
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> QR Code - Section 1 Do Not Write In This Space </div>	

Signature of Employee	Today's Date (mm/dd/yyyy)
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Preparer and/or Translator Certification (check one):
 I did not use a preparer or translator. A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Today's Date (mm/dd/yyyy)	
Last Name (Family Name)		First Name (Given Name)	
Address (Street Number and Name)		City or Town	State ZIP Code





Employment Eligibility Verification
Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS
Form I-9
 OMB No. 1615-0047
 Expires 08/31/2019

Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
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List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title		Document Title		Document Title
Issuing Authority		Issuing Authority		Issuing Authority
Document Number		Document Number		Document Number
Expiration Date (if any)(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/yyyy)
Document Title		Additional Information		QR Code - Sections 2 & 3 Do Not Write In This Space
Issuing Authority				
Document Number				
Expiration Date (if any)(mm/dd/yyyy)				
Document Title				
Issuing Authority				
Document Number				
Expiration Date (if any)(mm/dd/yyyy)				

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): _____ **(See instructions for exemptions)**

Signature of Employer or Authorized Representative		Today's Date (mm/dd/yyyy)	Title of Employer or Authorized Representative	
Last Name of Employer or Authorized Representative	First Name of Employer or Authorized Representative		Employer's Business or Organization Name	
Employer's Business or Organization Address (Street Number and Name)		City or Town	State	ZIP Code

Section 3. Reverification and Rehires *(To be completed and signed by employer or authorized representative.)*

A. New Name (if applicable)			B. Date of Rehire (if applicable)	
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)	

C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

Document Title	Document Number	Expiration Date (if any) (mm/dd/yyyy)
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I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative
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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	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (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 	OR	<ol style="list-style-type: none"> 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 <li style="text-align: center;">For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	AND	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.

Department of the Treasury Internal Revenue Service **Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.**

Give Form W-4 to your employer.

Your withholding is subject to review by the IRS.

Step 1 – Personal Information (Please complete form in black ink.)

Payroll System (check one) <input type="checkbox"/> RG <input type="checkbox"/> CT <input type="checkbox"/> UM	Agency Number	Name of Employing Agency	
(a) Employee Name		(b) Social Security Number	
Home Address (number and street or rural route) (apartment number, if any)			Does the name match the name on your Social Security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov
City	State	Zip Code	County of Residence (required)
(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly (or Qualifying widow(er)) <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)			

Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the online estimator, and privacy.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

- (a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3–4); **or**
- (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; **or**
- (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld.

TIP: To be accurate, submit a 2021 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

Step 3:	If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):		
Claim Dependents	Multiply the number of qualifying children under age 17 by \$2,000 <input type="checkbox"/> \$ _____		
	Multiply the number of other dependents by \$500..... <input type="checkbox"/> \$ _____		
	Add the amounts above and enter the total here	3	\$
Step 4 (optional): Other Adjustments	(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income	4(a)	\$
	(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here.	4(b)	\$
	(c) Extra withholding. Enter any additional tax you want withheld each pay period .	4(c)	\$

Step 5: Sign Here	Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.		
	Employee's signature (This form is not valid unless you sign it.)	Date	
Employers Only	Employer's name and address Central Payroll Bureau P.O. Box 2396 Annapolis, MD 21404	First date of employment	Employer identification number (EIN)



ADELE H. STAMP
STUDENT UNION

Center for Campus Life

As a student of the University of Maryland College Park, you have agreed to abide by the policies set forth in the Code of Student Conduct. As an employee of the Adele H. Stamp Student Union, we hold you to these standards of conduct set forth by the University. Students who are found to have violated the University's Code of Student Conduct may be held accountable for their actions and reprimanded at a level appropriate to the infraction.

The University of Maryland policies can be found at: <http://osc.umd.edu/OSC/StudentsInfo.aspx>.

Acknowledgement of receipt of this policy:

Check One: Undergraduate Graduate

Name (Printed)

Date

Signature



Statement of Expectations for Confidential Information The Adele H. Stamp Student Union – Center for Campus Life

Information to which University of Maryland, College Park employees might have access in order to perform duties may be considered confidential and protected by University policy and/or federal and Maryland law. This statement sets forth minimum expectations for employee access to and use of confidential information.

To fulfill the duties and responsibilities of employment, employees may need to access personally identifiable information of students, prospective students, employees, campus affiliates, alumni/ae, donors, or guests which is confidential in nature. Such information may include, but is not limited to:

- Social Security number, University Identification Number
- Admission, academic, and other educational records
- Job applicant records (names, transcripts, etc.)
- Employment and payroll records
- Usernames, passwords, "secret questions and answers" or other ID/password combinations for applications that contain or use personally identifiable information
- Credit card, debit card or credit-related information
- Bank account information
- Driver's license number
- Passport number
- Photographic image or picture
- Physical or mental health or personal affairs.

This confidential information may take the form of documents, files, data, notes, records, electronic materials or oral information. The university has a legal and ethical responsibility to protect confidential information and to safeguard the privacy of personally identifiable information.

Please be advised that:

1. Personally identifiable information contained in student education records (any record containing information directly related to a student) is deemed confidential. Disclosure of information contained in such records is prohibited except as permitted by the Family Educational Rights and Privacy Act (FERPA) and by the university's "Policy on Disclosure of Student Records."
2. Personally identifiable information contained in employment or affiliate records (any record containing information directly related to a University employee) is deemed confidential. Disclosure of information contained in such records is prohibited except in accordance with federal and state law. Guidance for any such disclosure should be in consultation with the employee's supervisor, University Human Resources, and/or Office of General Counsel.
3. Contractual, financial, and business process information is deemed confidential and cannot be disclosed unless authorized in advance by the employee's supervisor or department director.

4. Accessing or seeking to gain access to personally identifiable information, except in the course of fulfilling the employee's job responsibilities, is prohibited.
5. Disclosing, using, and/or altering any such information without proper authorization is also prohibited.
6. Any request by the media to provide personally identifiable, confidential, or sensitive information on behalf of Stamp or the University must be directed to Stamp Marketing. All immediate concerns can be directed to the Information Desk who will notify the administrative staff responsible for responding.

If I have any questions regarding access, use, or disclosure of confidential University information I understand that it is my responsibility to consult with my supervisor or department director. Further, I will not, at any time either during or after my employment, make unauthorized disclosures of confidential University information.

Failure to meet expectations regarding confidentiality as outlined in this Acknowledgement may result in disciplinary action in accordance with University policies and procedures, State and federal laws and applicable collective bargaining agreements up to and including dismissal. Employees with access to confidential information may also be subject to criminal penalties for the unauthorized access, use and/or disclosure of such information.

By my signature below, I acknowledge receipt of the "Statement of Expectations for Confidential Information," have read and understand its contents. Further, I understand this signed acknowledgement will be maintained in my personnel file.

Employee Signature

Employee Name

Date



ADELE H. STAMP
STUDENT UNION

Center for Campus Life

Payroll Tips for Stamp Student Employees

1. Contact Marinel Martinez-Benyarko, Coordinator for Training, Recognition, and Student Employment, with your PHR-related questions. Questions regarding hiring paperwork, time clock issues, and issues with receiving payment should all be directed to the Coordinator. Get in touch with Marinel at marinel@umd.edu or 301.314.7289 if you have any questions as a student employee.
2. *The University of Maryland requires all employees to participate in payroll direct deposit.* Activation of direct deposit will occur within 21 days of receipt of CPB (Central Payroll Bureau). You will receive a payroll check until it is established.
3. All University of Maryland hourly employees are paid 3 weeks after a pay period ends. For paycheck issue dates, please reference the Fiscal Pay Period Information on the “When Do I Get Paid” page on the Stamp website. <https://stampunion.umd.edu/getpaid/>
4. You can view your biweekly earnings statement on the web at www.timesheets.umd.edu (View/Print Bi-Weekly Earnings Statement under “Employees” heading).
5. W-2 Wage and Tax Forms are available from the State of Maryland’s on-line website: <https://interactive.marylandtaxes.gov/Extranet/cpb/POSC/User/Start.aspx>
Once there click on POSC. You will need our agency code (360222) and your last pay check/pay advice number, which is found on your paystub (see #4), to create an account. Once established, you can obtain your W-2 as well as view and/or make changes to payroll deductions, direct deposits, etc. Call 410.260.7235 if you experience any problems with this site.
6. If you have been given a Federal Work Study (FWS) award as part of your need-based financial aid package, you can work under The Stamp’s FWS program and will get a Bi-weekly pay check for hours worked. For availability login to www.financialaid.umd.edu

FISCAL YEAR 22 PAY PERIOD INFORMATION

PAYROLL #	PAY PERIOD		CHECKS ISSUED
	(SALARIED EMPLOYEE)	(HOURLY/OVERTIME)	
1	06/20/21 – 07/03/21	06/06/21 – 06/19/21	07/09/21
2	07/04/21 – 07/17/21	06/20/21 – 07/03/21	07/23/21
3	07/18/21 – 07/31/21	07/04/21 – 07/17/21	08/06/21
4	08/01/21 – 08/14/21	07/18/21 – 07/31/21	08/20/21
5	08/15/21 – 08/28/21	08/01/21 – 08/14/21	09/03/21
6	08/29/21 – 09/11/21	08/15/21 – 08/28/21	09/17/21
7	09/12/21 – 09/25/21	08/29/21 – 09/11/21	10/01/21
8	09/26/21 – 10/09/21	09/12/21 – 09/25/21	10/15/21
9	10/10/21 – 10/23/21	09/26/21 – 10/09/21	10/29/21
10	10/24/21 – 11/06/21	10/10/21 – 10/23/21	11/12/21
11	11/07/21 – 11/20/21	10/24/21 – 11/06/21	11/24/21
12	11/21/21 – 12/04/21	11/07/21 – 11/20/21	12/10/21
13	12/05/21 – 12/18/21	11/21/21 – 12/04/21	12/23/21
14	12/19/21 – 01/01/22	12/05/21 – 12/18/21	01/07/22
15	01/02/22 – 01/15/22	12/19/21 – 01/01/22	01/21/22
16	01/16/22 – 01/29/22	01/02/22 – 01/15/22	02/04/22
17	01/30/22 – 02/12/22	01/16/22 – 01/29/22	02/18/22
18	02/13/22 – 02/26/22	01/30/22 – 02/12/22	03/04/22
19	02/27/22 – 03/12/22	02/13/22 – 02/26/22	03/18/22
20	03/13/22 – 03/26/22	02/27/22 – 03/12/22	04/01/22
21	03/27/22 – 04/09/22	03/13/22 – 03/26/22	04/15/22
22	04/10/22 – 04/23/22	03/27/22 – 04/09/22	04/29/22
23	04/24/22 – 05/07/22	04/10/22 – 04/23/22	05/13/22
24	05/08/22 – 05/21/22	04/24/22 – 05/07/22	05/27/22
25	05/22/22 – 06/04/22	05/08/22 – 05/21/22	06/10/22
26	06/05/22 – 06/18/22	05/22/22 – 06/04/22	06/24/22