



## STAFF: NEW EMPLOYEE INFORMATION FORM

### EMPLOYEE INFORMATION

Name: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ UID# (If applicable): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

### EMERGENCY CONTACT INFORMATION:

Name: \_\_\_\_\_ Phone#: \_\_\_\_\_ Relationship to Staff Member: \_\_\_\_\_

### EDUCATION INFORMATION (if applicable)

Highest Level of Education: \_\_\_\_\_

Institution: \_\_\_\_\_ Degree: \_\_\_\_\_ Degree Date (yyyy/mm): \_\_\_\_\_

Institution: \_\_\_\_\_ Degree: \_\_\_\_\_ Degree Date (yyyy/mm): \_\_\_\_\_

Institution: \_\_\_\_\_ Degree: \_\_\_\_\_ Degree Date (yyyy/mm): \_\_\_\_\_

### DEMOGRAPHIC INFORMATION

#### CITIZENSHIP OR VISA STATUS (check one)

A1	Nonresident with Diplomatic Visa	<input type="checkbox"/>
CB	Citizen of U.S.	<input type="checkbox"/>
F1	Nonresident Alien with Student Visa	<input type="checkbox"/>
J1	Nonresident Alien with Exchange Visa	<input type="checkbox"/>
PR	Permanent Resident or Resident Alien	<input type="checkbox"/>
Other:		<input type="checkbox"/>

#### RACIAL IDENTITY (check one or more)

American Indian or Alaskan Native	<input type="checkbox"/>
Asian	<input type="checkbox"/>
Black or African American	<input type="checkbox"/>
Native Hawaiian or Other Pacific Islander	<input type="checkbox"/>
Caucasian/White	<input type="checkbox"/>
Prefer not to identify/other	<input type="checkbox"/>

#### SPECIAL ACCOMMODATIONS

Would you like to discuss with HR any accommodations you may need to complete your core job duties? YES  NO

ARE YOU ACTIVE MILITARY? YES  NO

DEPARTMENT: \_\_\_\_\_

EMPLOYMENT START DATE: \_\_\_\_\_

ARE YOU HISPANIC OR LATINO? (A person of Spanish or Latin American culture/origin, regardless of race) YES  NO

WHAT IS YOUR GENDER IDENTITY?  
\_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## 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"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:               <ol style="list-style-type: none"> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I-94A that has the following:                   <ol style="list-style-type: none"> <li>(1) The same name as the passport; and</li> <li>(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.</li> </ol> </li> </ol> </li> <li>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</li> </ol>	OR	<ol style="list-style-type: none"> <li>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</li> <li>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</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> <li style="text-align: center;"><b>For persons under age 18 who are unable to present a document listed above:</b></li> <li>10. School record or report card</li> <li>11. Clinic, doctor, or hospital record</li> <li>12. Day-care or nursery school record</li> </ol>	AND	<ol style="list-style-type: none"> <li>1. A Social Security Account Number card, unless the card includes one of the following restrictions:               <ol style="list-style-type: none"> <li>(1) NOT VALID FOR EMPLOYMENT</li> <li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</li> <li>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</li> <li>4. Native American tribal document</li> <li>5. U.S. Citizen ID Card (Form I-197)</li> <li>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>7. Employment authorization document issued by the Department of Homeland Security</li> </ol>

**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.**

FOR MARYLAND STATE GOVERNMENT EMPLOYEES ONLY

Department of the Treasury  **Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.**  
Internal Revenue Service  **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"/> <b>RG</b> <input type="checkbox"/> <b>CT</b> <input type="checkbox"/> <b>UM</b>	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)			<b>Does your name match the name on your Social Security card?</b> If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to <a href="http://www.ssa.gov">www.ssa.gov</a>
City	State	Zip Code	County of Residence (required)
(c) <input type="checkbox"/> <b>Single or Married filing separately</b> <input type="checkbox"/> <b>Married filing jointly or Qualifying surviving spouse</b> <input type="checkbox"/> <b>Head of household</b> (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, and when to use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App).

**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](http://www.irs.gov/W4App) for most accurate withholding for this step (and Steps 3-4). If you or your spouse have self-employment income, use this option; or
- (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; 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 generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate.

**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.)

<b>Step 3:</b>	If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):		
<b>Claim Dependents and Other Credits</b>	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 for qualifying children and other dependents. You may add to this the amount of any other credits. Enter the total here .....	<b>3</b>	\$
<b>Step 4 (optional): Other Adjustments</b>	(a) <b>Other income (not from jobs).</b> 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 .....	<b>4(a)</b>	\$
	(b) <b>Deductions.</b> 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. ....	<b>4(b)</b>	\$
	(c) <b>Extra withholding.</b> Enter any additional tax you want withheld each <b>pay period</b> .	<b>4(c)</b>	\$

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

**Employee Withholding Exemption Certificate  
FOR MARYLAND STATE GOVERNMENT EMPLOYEES ONLY**

**Section 1 – Employee Information (Please complete form in black ink.)**

Payroll System (check one) <input type="checkbox"/> <b>RG</b> <input type="checkbox"/> <b>CT</b> <input type="checkbox"/> <b>UM</b>	Name of Employing Agency		
Agency Number	Social Security Number	Employee Name	
Home Address (number and street or rural route) <span style="float:right">(apartment number, if any)</span>			
City	State	Zip Code	County of Residence (required) <small>Nonresidents enter Maryland County or Baltimore City where you are employed</small>

**Section 2 – Maryland Withholding**

Maryland worksheet is available online at [https://marylandtaxes.gov/forms/24\\_forms/MW507.pdf](https://marylandtaxes.gov/forms/24_forms/MW507.pdf)

<input type="checkbox"/> Single <input type="checkbox"/> Married (surviving spouse or unmarried Head of Household) Rate <input type="checkbox"/> Married, but withhold at Single Rate
1. Total number of exemptions you are claiming not to exceed line f in Personal Exemption Worksheet on page 2. ....1. _____
2. Additional withholding per pay period under agreement with employer .....2. _____
3. I claim exemption from withholding because I do not expect to owe Maryland tax. See instructions and check boxes that apply.
<input type="checkbox"/> a. Last year I did not owe any Maryland income tax and had a right to a full refund of all income tax withheld and <input type="checkbox"/> b. This year I do not expect to owe any Maryland income tax and expect to have the right to a full refund of all income tax withheld. (This includes seasonal and student employees whose annual income will be below the minimum filing requirements). If both a and b apply, enteryear applicable _____(year effective) Enter "EXEMPT" here ..... 3. _____
4. I claim exemption from withholding because I am domiciled in the following state.
<input type="checkbox"/> Virginia I further certify that I do not maintain a place of abode in Maryland as described in the instructions. Enter "EXEMPT" here .....4. _____
5. I claim exemption from Maryland <b>state</b> withholding because I am domiciled in the Commonwealth of Pennsylvania and I do not maintain a place of abode in Maryland as described in the instructions on Form MW507. Enter "EXEMPT" here .....5. _____
6. I claim exemption from Maryland <b>local</b> tax because I live in a local Pennsylvania jurisdiction within York or Adams counties. Enter "EXEMPT" here and on line 4 of Form MW507. ....6. _____
7. I claim exemption from Maryland <b>local</b> tax because I live in a local Pennsylvania jurisdiction that does not impose an earnings or income tax on Maryland residents. Enter "EXEMPT" here and on line 4 of Form MW507. ....7. _____
8. I certify that I am a legal resident of the state of _____ and am not subject to Maryland withholding because I meet the requirements set forth under the Servicemembers Civil Relief Act, as amended by the Military spouses Residency Relief Act. Enter "EXEMPT" here.....8. _____

**Section 3 – Employee Signature**

<b>Under the penalty of perjury, I further certify that I am entitled to the number of withholding allowances claimed on line 1 above, or if claiming exemption from withholding, that I am entitled to claim the exempt status on whichever line(s) I completed.</b>		
_____	_____	_____
Employee's signature	Date	Daytime Phone Number <small>(In case CPB needs to contact you regarding your MW507)</small>

Employer's name and address (For Employer Use Only) <b>Central Payroll Bureau P.O. Box 2396 Annapolis, MD 21404</b>	Federal Employer identification number (EIN)
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**Important: The information you supply must be complete. This form will replace in total any certificate you previously submitted.**





## Acknowledgement of the 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.

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Employee Signature

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Employee Name

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Date

## FISCAL YEAR 24 PAY PERIOD INFORMATION

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