**GRA/GTA Payroll Processing Instructions**

**U.S. Citizens and Resident Aliens**

**Instructions for completing I-9**

* Go to [http://www.newi9.com](http://www.newi9.com/).
* In the field for Employer Name or Code, enter “Virginia Tech” or “14640” and select “Go.”
* Enter the capcha as displayed and click *continue*.
* Select the appropriate option for your citizenship.
* Complete the employee section and review the data for accuracy.
* Scroll to the bottom of the page.
* If changes are needed, select the change information option and do so.
* If all information is correct, select the checkbox and enter your initials, then select *continue*.
* You will then see a notice that you must present original documents to your employer. Scroll to the bottom of the page to review acceptable documents which you must then present to a Virginia Tech representative no later than your third day of work or the first day of classes for graduate assistants.
* Logout to end the connection.
* Next – you will need to upload a copy of your I-9 verification documents to your ECE Google folder. Then, make an appointment with Kathy Atkins in the ECE Department to schedule a time to meet with her and present the physical documents for I-9 verification. Note that you must present the actual physical documents (copies are not acceptable). *(See your checklist for appointment scheduling information.)*

**Notify Becky Semones** (**bsemones@vt.edu**) **as soon as you have presented your documents to Ms. Atkins and completed your I-9. Your position cannot be activated until this is done.**

 **Other items needed**

* Complete the **GRA/GTA Work Location Confirmation Form** and upload it to your ECE Google folder.
* Complete your **W-4** and **VA-4** tax forms online.  After your job record has been updated in Banner, you can go to *Hokie Spa*, then select *Hokie Team, Tax Forms* to complete them there.   Note that you can update these forms at any time in Hokie Team to make changes effective with the following pay period.
* **Selective Service Registration Questionnaire** - After your position is activated, login to Hokie Spa and select the Hokie TEAM link to complete this questionnaire online.  More information is available at <https://vtnews.vt.edu/notices/hr-selective-service-registration.html>.  ***This is for male employees only – females do not need to complete this form.*** *Department number is ”010400” and Department name is “ECE.”*
* ***Enroll in Payroll Direct Deposit.***  You can take care of this by logging in to ***Hokie SPA*** and selecting the ***Hokie Wallet*** link.  All employees at Virginia Tech are paid via direct deposit.
* **Title IX and the Violence Against Women Act (VAWA) Compliance Training Requirement**

*Virginia Tech requires all employees to receive Title IX and the Violence Against Women Act (VAWA) Compliance Training.****All employees are required to complete this training****.   Go to*<https://oea.vt.edu/title-ix-vawa.html> for more on this mandatory training. *This must be done within 90 days of employment and must be renewed every two years.*

Contact: Becky Semones, bsemones@vt.edu