

Payroll Instructions for
U. S. Citizens and Resident Aliens
(GRA/GTA/Wage)

The I-9 is required by the federal government. The purpose is to verify that you are authorized and eligible to work in the United States. You may not begin work until this has been completed.

Instructions for completing I-9:

- Go to <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
- 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 see a notice that you must present original documents to the ECE Payroll Accountant so that Part 2 can be completed:
 - Passport and visa
 - I-94 admission record (can print out from online)
 - I-20, DS-2019, or other work authorization document
 - Social security card

Other Required Payroll Forms:

You will also need to complete the following documents. It will save time if you print and complete these forms before you come to the office of the ECE Payroll Accountant. If you have questions about the forms, leave the fields blank and you will be assisted. The links to the respective forms follow the short description.

- **Form W-4** (federal tax form) – You are only required to complete the portion below the line on the first page. (The remainder is a worksheet for your information only.) If you put any number in Section 5, do not write “exempt” in Section 7. If you write “exempt” in Section 7, do not put any number in Section 5. <https://www.irs.gov/pub/irs-pdf/fw4.pdf>
- **Form VA-4** (state tax form) – You are only required to complete the portion below the line on the first page. (The remainder is a worksheet for your information only.) If you put any number in Section 1, do not select the box in Section 3 or Section 4. If you select the Section 3 or 4 box, do not put any number in Section 1. <https://www.tax.virginia.gov/sites/default/files/taxforms/withholding/any/va-4-any.pdf>
- Selective Service Registration Questionnaire – This is for male employees only. Department number is “010400” and department name is “ECE.” <http://www.hrapps.hr.vt.edu/resourceguide/docs/forms-library/P152.pdf>

The Virginia Tech Payroll Office has created an online tutorial for completing tax forms. If you would like to view this, just login with your PID and password from the link titled “Payroll Tax Form Tutorial.” https://secure.hosting.vt.edu/www.apps.vpfin.vt.edu/controller/Training/TrainingOpportunities/Payroll/Payroll_Tax_Forms.swf

Wage employees are required to complete the Wage Employment Appointment Record: <http://www.hrapps.hr.vt.edu/resourceguide/docs/forms-library/P12W.pdf>

Direct Deposit Instructions:

As a condition of employment, all employees are required to enroll in direct deposit. Please follow these instructions to enroll:

- From VT homepage, select “MyVT”
- Logon with CAS using your PID and password
- Select “Personal Info” tab
- Select “Enroll In/View Direct Deposit”

OR

- From VT homepage, select quicklink “Hokie Spa”
- Login with your PID and password
- Select “University Account Information”
- Select “Enroll in Direct Deposit”

Then follow the online directions for payroll direct deposit. Be sure to confirm each page. When you have completed the direct deposit enrollment process, you will be notified of the effective date.

Required Training:

Title IX and the Violence Against Women Act (VAWA) Compliance Training Requirement

All new employees (faculty, staff, wage, student wage, and graduate teaching and research assistants) are *required* to complete a compliance workshop within 90 days of employment and every two years thereafter. This workshop includes information about University Policy 1025, Title IX, and the Violence Against Women Act (VAWA) and is available in-person or online.

There are three options available to complete the workshop. Registration for each of the options is required via Coursewhere. You must first establish a Coursewhere account using your vt.edu email address. Information regarding registering for a session in Coursewhere is located at http://www.hr.vt.edu/oea/_content/file_coursewhere_guide.pdf. Coursewhere is located at www.training.vt.edu. In Coursewhere, select “via by alpha” and then searching for the course title:

- Compliance Workshop – Policy 1025; Title IX; and the Violence Against Women Act (VAWA) [A] (1.5 hrs.) – via WebEx
- Compliance Workshop: On-Demand Module – Title IX; and the Violence Against Women Act (VAWA) [A] (55 min.) – online version (most popular version)
- Compliance Workshop: Policy 1025; Title IX; and the Violence Against Women Act (VAWA) [A] (1.5 hrs.) – instructor led

Individuals can check their training status by going to Hokie Spa > Hokie Team > Employment Information (look to the bottom). The information is also available in MyVT – Pay Info > View Leave Balances.

Remember, this training is mandatory!