

Payroll Processing Instructions for U.S. Citizens and Resident Aliens

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 captcha 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 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 me (see instructions below).
- Logout to end the connection.
- Next – you will need to share a good quality copy of your I-9 document(s) with me so I can complete the employer section of the I-9 (PDF or JPG file). Make sure to save these as password-protected documents and either email them to me at bsemones@vt.edu or share them with me on Google Drive. Then, send me the password in a separate email.
- Email me with your availability for a Zoom meeting. I will contact you back to schedule the meeting which should only take approximately 15 minutes. At that time, you will need to have your I-9 document(s) available to show me for remote review.

(We are currently authorized to complete I-9's remotely through July 18, 2020. We will not know until closer to that date if this authorization will be extended into the Fall. If not, our procedure may change.)

Other items needed

- 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** - complete this form and email it back to me. Just leave the VT ID# field blank and I will fill that in for you. ***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.*

Contact: Becky Semones, bsemones@vt.edu