



PERSONNEL AND PAYROLL FORMS

Please follow these instructions carefully.

I. PERSONAL INFORMATION QUESTIONNAIRE AND SELF-IDENTIFICATION FORM

This information will establish your Smith College Personnel and Payroll records, and will be used only for internal administrative purposes. Complete and return as soon as possible to the Office of Human Resources, 30 Belmont Avenue, Northampton, Massachusetts 01063.

Smith College is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, Smith College invites employees to voluntarily self-identify their sex, ethnicity and race. The Smith College Voluntary Self-Identification Form is provided for this purpose.

II. FEDERAL AND STATE TAX WITHHOLDING FORMS

You must file Federal (W-4) and State (M-4) forms to ensure prompt payment of your first pay. Pay is issued bi-weekly. Complete and return as soon as possible to the Office of Human Resources, 30 Belmont Avenue, Northampton, Massachusetts 01063. Contact the Payroll Office at (413) 585-2213 or payroll@smith.edu with questions.

III. PAYROLL DIRECT DEPOSIT AUTHORIZATION

All employees are required to sign up for direct deposit prior to their first pay. Complete the Payroll Direct Deposit Authorization Form and return (with any required attachments) as soon as possible to the Office of Human Resources, 30 Belmont Avenue, Northampton, Massachusetts 01063. Contact the Payroll Office at (413) 585-2213 or payroll@smith.edu with questions.

IV. EMPLOYMENT ELIGIBILITY VERIFICATION (Form I-9)

It is illegal for an employer to hire an alien not authorized to work in the U.S., and the College is required by federal law (the Immigration Reform and Control Act of 1986) to verify the identity and employment eligibility of all employees. To verify your identity and eligibility to work, you must complete Section 1 and bring it **in person** to the Human Resources Office, along with the originals of the documents specified in Section 2.

College policy states that you may not begin work until this verification process is complete. Failure to file this form in a timely manner may result in a salary reduction.

Please contact the Office of Human Resources at (413) 585-2274 or hr@smith.edu with any questions. For example, if you had completed this verification process for a previous appointment, the Human Resources Office will be able to advise you on the action that must be taken in regards to your current or upcoming appointment.

Depending on the terms of your appointment, additional forms may be included in the packet of materials sent to you. Please return all completed forms to the Office of Human Resources, 30 Belmont Avenue, Northampton, Massachusetts 01063.

N.B. If you are not a U.S. citizen and do not have a “green card”, please refer to the “Payroll/Tax Information for Non-Resident Aliens.”