



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

**DATE ISSUE
6/1/98**

**REVISION
2**

**PAGE
D1-150.0**

SUBJECT

GENERAL

SUB-TOPIC

PERSONAL INFORMATION

New employees are required to complete the following forms:

1. W-4 Form of the Internal Revenue Service
2. Personal Data Form (PDF)

in their administrative units on or before the first day of employment. These forms are requisites for pay administration.

In addition, Immigration's Form I-9 must be completed within three (3) working days of each employee's appointment. Authorized Administrative areas are to complete the form I-9 on faculty, student employees, temporary employees and casual labor employees; all other new employees must complete the I-9 form in the Human Resources Office.

These requirements must be met to satisfy federal regulations and UTD policies and procedures.