US Citizen/Resident —AND— have received a paycheck from Northwestern in the last 6 months

- Fill out the **Personal Data Form** *(your faculty mentor or Kronos supervisor needs to sign it before you turn it in)*; Please use the highlighted copy on our website. Submit to Bryce O’Tierney.

- Go to Northwestern’s I-9 Online Service Center. Enter your information as a new employee. For School/Area, select ‘Central Administration.’ For Department/Center, select ‘0008 Undergraduate Research Office.’

I-9 Forms for Authentication:

- You will complete the I-9 process *in person* with Bryce O’Tierney in the Office of Undergraduate Research. Bring original identification documents. Federal regulations mean that no copies or faxes are permitted.

Fill out these forms and bring them in person to the Office of Undergraduate Research:

- **Federal Form W-4**: Most students will claim no withholdings or allowances, meaning you will put zero on the lines.

- **Illinois Form W-4**: Most students will claim no withholdings or allowances, meaning you will put zero on the lines.

- Directly enter your **Direct Deposit** information into myHR self-service online: [https://myhr.northwestern.edu](https://myhr.northwestern.edu) *(Alternatively, hand in a paper form & attach a blank, voided check or a bank statement.) You are required to have your wages direct deposited into a bank account.*

- **Illinois Department of Children & Family Services Form**: Attest that you will comply with the Abused and Neglected Child Reporting Act. Enter ‘research assistant’ as type of employment.

US Citizen/Resident —AND— Have NOT received a paycheck from Northwestern in the last 6 months

International Students

- Please email Bryce (adminUR@northwestern.edu) and let her know you are an international student. This helps us process your paperwork correctly.

- If you do NOT already have a SSN and need one:
  - Request an employment letter from our office. Indicate the full name on your passport. You can usually pick this up from our office within 2 business days.
  - Request a SSN letter from the International Office. IO only prints these letters on Tuesdays and Fridays.
  - Take both these documents to the SSN Office to request a number. Additional instructions here.

- Fill out the **Personal Data Form** *(your faculty mentor or Kronos supervisor needs to sign it before you turn it in)*; Please use the highlighted copy on our website. Submit to Bryce O’Tierney.

- Leave the SSN blank if you do not yet have a SSN.

- Per Bryce’s advice, complete the **FNIS Request Form** and turn it in at Payroll, 720 University Place 2nd Floor, where you should also ask how to appropriately complete I9 verification based on your residency status; after Payroll processes your FNIS, they will generate personalized W-4s for you, which you will turn in at Payroll.

- Email Bryce to confirm you have turned the W-4s in at Payroll, and hand in the **Direct Deposit Form** and **Illinois Department of Children & Family Services Form** to her.