Post-Hire Responsibilities
Includes Student and Temporary Employees or *Volunteers

Required for all paid positions: Proof of identity and eligibility to work in the US is required of all new hires. This means having your new hire complete required forms at Human Resources (HR) on or before the first day of work and obtaining a Work Authorization Card. If the new hire has worked for the University of Idaho before but does not have a copy of their Work Authorization Card or it is over three years old, you can have them come to HR to be issued a new one or check in PEAEMPL in Banner to see if their I-9 date is less than three years old.

Please note this list is not exhaustive, however, these are common considerations.

Duty/Circumstance	Required Action	Resource
Under age 18 (Minor)	Child Labor Form	Human Resources website www.hr.uidaho.edu or 415 W Street
Driving a University vehicle	Driver Record Check and/or employee provides a copy of their driving records	Administrative Procedures Manual online at http://www.uihome.uidaho.edu/default.aspx?pid=80597 Risk Management
Driving one's own vehicle for University business	Proof of Insurance Form	Administrative Procedures Manual online at http://www.uihome.uidaho.edu/default.aspx?pid=80597 Risk Management
Driving a University vehicle requiring a Commercial Driver's License	• Pre-employment alcohol and drug testing • Addition to the University's random drug testing list	Human Resources will work with an outside vendor and department to complete the alcohol and drug test. Visit t Human Resources website at www.hr.uidaho.edu under Employment Services for policy information and forms.
Performing security sensitive duties or working with minors, etc.	Criminal Background Investigation	• Human Resources will assist you with the investigat • Forms and Policy are found on the Human Resource under Employment Services OR on the Administrati Procedures Manual website under Risk Managemen http://www.uihome.uidaho.edu/default.aspx?pid=80
PERSI eligible, for non-board appointed positions = *(Can be obtained after beginning work but consider the retroactive consequences) temporary employees that are not full time students and consistently work half time or greater for more than five consecutive months	PERSI Enrollment/Beneficiary Form	• You will want to have your employee complete the paperwork as soon as you anticipate that the positio eligible. Delays will mean the employee and emplo have to retroactively pay back the amount that woul been withheld from the beginning. • PERSI Enrollment will be completed at HR or qual department employees. PERSI enrollment forms m downloaded from their website http://www.persi.sta click on forms and publications link, click on forms forms 102 and 115. Instruction sheets for completi paperwork and employee handbooks are also availa same link.
Volunteer or *Intern	Authorization of Volunteers	Administrative Procedures Manual online at http://www.uihome.uidaho.edu/default.aspx?pid=80597 Risk Management
New Employee is an International Student	• Temporary Help Offer Letter (sample can be found at www.hr.uidaho.edu, Forms and Downloads, by Category, Student and Temporary, Student/Temporary Offer Letter) • Letter From International Programs Office • Student brings all related authorization documents such as; passport, visa, I-94, and I-20 to the Social Security Administration to obtain a Social Security Number	Social Security Administration 1617 19th Avenue Lewiston, ID 83501 OR Social Security Administration United States Federal Building 220 East Fifth Street Moscow, ID 83843 (Moscow Office open one day quarterly. Contact Huma Resources for days and times)

*Volunteers also include Interns that are not on UI Payroll