**VAST Student Leadership**  
Paperwork to Set up Irregular Help Position

1. Have Dr. Dan send an email to HR informing them that you will be coming by to fill out an I-9 form, and that a background check is not required (internal hire, not working with students or sensitive information).
2. I-9 Paperwork (links are on the Mindworks VAST website under the Resources tab)
   1. If you already have a position at the University of Idaho (within the last few years), then there should be an I-9 on file for you. Confirm with HR, and if the university has your I-9 on file you can let Dr. Dan know and proceed to step 3 (skip steps 2b through 2e).
   2. To complete your I-9 you must have some specific forms of identification. The link for “I-9 Acceptable ID” will help you figure out what you need.
      1. If you have a US Passport, then that one form of identification is enough
      2. If you don’t have a US Passport (or other form in List A), then you need one item from List B, **and** one item from List C. The most common combinations are:   
         driver’s license and birth certificate, or driver’s license and social security card.
   3. Once you have your form(s) of identification, fill out Section 1 of the I-9 form. You can do this electronically, or you can print a blank form and fill it in by hand.
   4. Take your I-9 form to the University of Idaho HR office along with your identification. When you get to the counter make sure to share the following information:
      1. You are there to complete the I-9 form, and you have brought proper identification
      2. You are applying for a student IH position which does not require a background check (not working with other students, or with sensitive/secure data)
      3. **Your position has \*not\* started yet**. They will require you to tell them a start date for your position. Choose a start date that is at least several days in the future from the day you are completing your I-9. If you tell them any date that is before today they will fine our VAST budget $1000.
      4. A representative from HR should use your ID to fill out the rest of the I-9 form.
   5. Once your I-9 has been processed you should let Dr. Dan know then proceed to step 3.
3. W-9 Paperwork
   1. You will need to file a W-9 for each position you work in at the university. Even if you currently have a UI position, you will need to fill the form out for this position.
   2. You must fill out Part I
   3. If you want your paychecks to be directly deposited in to one of you bank accounts, then you should fill out Part II.
   4. You should make a choice in Part III about how you want to access payment information on the Internet.
   5. Once the form is complete turn it in to Jeff Woolpert in the ISGC office and update Dr. Dan.
4. The Long Wait
   1. Even after steps 1-3, you still have to wait until the position has been created, and you receive authorization to start working. This will likely come from Jeff Woolpert or Dr. Dan.
   2. Your Student IH position is for a set amount of money (which will determine how many hours you will be paid for).
   3. You are not allowed to claim hours on holidays, or more than 40-hours per pay period.
   4. You need to fill out and submit your time card through Vandalweb.