Dear First Name and Last Name:

Welcome! We’re thrilled to have you on our team at Radford University! There is a lot to take in during your first day at a new job, so we’d like to share some tips to help you make the most of your first week with us!

DAY 1 INFORMATION

(Please edit the below information and un-highlight the below info.)

**Start Date:** Monday, July 24th at 8:30 AM  
**Location:** 314 B Tyler Ave; Radford, VA 24141 (2nd floor).   
\*The HR building entrance is between Moe’s and Subway. Take the elevator to the second floor and the HR office is the first door on the right. \*   
**Parking:**Please park in an HR visitor parking spot  
**Arrival:** A HR team member will be waiting your arrival or Ethan Jones will be waiting for your arrival

IMPORTANT REMINDERS

**Completing your I9 through I-9 Advantage:** An I9 is your employment eligibility verification of identity that states you are eligible to work in the United States. Here is a [link](https://www.uscis.gov/sites/default/files/document/forms/i-9instr.pdf) to better understand the requirements of completing this form.

* Prior to your first day, please click [here](https://secure.i9advantage.com/section1/kiosk/welcome_event.aspx?query=eba43d38-a7df-41e9-aca9-b90a1c9719b2) and complete the first portion of your I9, employment eligibility verification. Please bring your required form(s) of ID with you so we may verify and complete your **I-9 Employment Eligibility Verification Form**.
* Acceptable form(s) of ID include[one item from List A](https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents)**OR** [an item from both List B **AND** C](https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents). U.S. law requires all employers to verify employment eligibility during employees’ first three (3) days of employment.

**Direct Deposit:** Please visit our [website](https://www.radford.edu/content/human-resources/home/forms.html) and click on ‘For New Employees’ tab, under Student Worker to submit your direct deposit form for payment of hours worked.

**Tax Forms:** As a requirement by the state, all employees are required to submit a state and federal completed tax forms. Please visit our [website](https://www.radford.edu/content/human-resources/home/forms.html) and click on ‘For New Employees’ tab, Student Worker for your Form W-4 and Form VA-4.

**Uploading your documents:** Please submit your completed direct deposit and tax forms [here](https://www.radford.edu/content/dam/departments/administrative/human-resources/SendSecure_Instructions_HR.pdf) to our secure email inbox.

**Payroll:** The [IRS regulations](https://www.irs.gov/businesses/small-businesses-self-employed/hiring-employees) expects that employers obtain the name and Social Security number for each employee and enter them on the employee’s Form W-2. [Here](https://www.radford.edu/content/dam/departments/administrative/human-resources/SendSecure_Instructions_HR.pdf) are the instructions to [upload](https://sendsecure.xmedius.com/r/83fe8dc209cc4de4b506aa9ae1a83734/guests/new?locale=en) a copy of your social security card. If you do not have a social security card, you should contact the Social Security Administration to get a replacement card or [apply online](https://www.ssa.gov/ssnumber/) for a new card.

Welcome to the Highlander Team!