

August 30, 2010

MEMORANDUM

To: EFNEP/SNAP-Ed Supervisors

From: Monique Gregory, Administrative Assistant  
EFNEP/SNAP-Ed State Administrative Office

Re: **Hiring Packet for Type 1 & Type 4 Employees**

The following is step-by-step instructions for hiring Type 1 and Type 4 employees. Please make copies of each form for your office use. **Please note all forms must be completed in blue ink unless otherwise noted.**

1. Form # 1 - Cook College Personnel Action Form is to be used only to hire **Type 4** (temporary/casual employees) and **Type 5** (Rutgers Full time students). The department name will always be Rutgers Cooperative Extension and program (EFNEP, SNAP-Ed or other), our office will fill in location code. Please check off what type of employee you are hiring. Complete personal information (name, DOB, etc.). For employment information, please fill in the date the employee will start work and not the date of completing paperwork if not the same. Also complete the account number being paid, supervisor and hourly rate. DO NOT complete numbers 4 and 5 as that is completed by our office.
2. Form # 2 – W-4 must be completed for ALL employees. Make sure they indicate the total number they are claiming as if left blank, payroll will automatically enter 1 for claiming status. If hiring a student and they are exempt from taxes, please make sure they write in “exempt” on line number 7. Also make sure the employee signs and dates the form.
3. Form #3 – I-9 Employment Verification Form must be completed for ALL employees. The top sheet is a list of all acceptable forms of identification to be used on page #2. However, a copy of a signed social security card must be one of the forms of id. No one can be put on payroll without a copy of their social security card. **Please note you must see all original forms and make copies of those forms.** Have the employee complete Section 1 and make sure they check-off the box regarding their citizenship or residency status. Also make sure they sign where indicated in Section 1. You complete Section 2 as you are verifying you seen those original documents. You will list the documents in the respective column. Next you will indicate they month/date/year they employee’s start date of work.

Again, this is not the date they complete the paperwork but rather the first day of work. You will sign as Employer or Authorized Representative and print your name and title. Please do NOT complete Section 3 as it is for University HR.

4. Form #4 – Address Director Record must be completed for ALL employees and must be in **red** ink. The effective date is the first day of employment and depending if they are a fulltime benefit employee, then the Type is 1 if not it's Type 4. On the form, the campus is "Cook", the college/division is "SEBS/NJAES/RCE" and the department is EFNEP and/or SNAP-Ed (if both, then indicate both). Please have them complete all sections. If they are a Type 1 there are instructions for setting up their email account and I will forward that information to you via email.
5. For Type 1 employees, the hiring letter must be signed by the supervisor and the new employee. The original signed hiring letter must be sent with the hiring paperwork.
6. Instructions for Type 1 and Type 4 background checks are posted on the SNAP-Ed website at [www.njsnap-ed.org](http://www.njsnap-ed.org). For Type 1 employees who are required to do a background check, the original Authorization to Obtain Consumer Report must be submitted with the hiring paperwork.
7. For ALL employees direct deposit is an option and greatly encouraged as paychecks are mailed via US mail from the University on a weekly basis (one week benefit cycle and the other non-benefit cycle) to various county locations and depending on the postal service in these areas, there could potentially be a delay in receiving a "live" check. **Note the absence of this form will not stop an individual from being put on payroll.**
8. Affidavit for Dependency is needed for Type 1 employees (100%) that will receive medical benefits for their child(ren) and the last names are not the same as the employee. **Note the absence of this form will not stop an individual from being put on payroll.**

All original forms must be sent to me at: (Please maintain a copy for your office)

State Administrative Office  
26 Nichol Avenue, Davison Hall Room 220,  
New Brunswick, NJ 08901

Please don't hesitate to contact me at 732-932-3113 if you have any questions or concerns.

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