

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A	OR	LIST B	AND	LIST C
Documents that Establish Both Identity and Employment Authorization		Documents that Establish Identity		Documents that Establish Employment Authorization
<div>1. U.S. Passport or U.S. Passport Card</div> <div>2. Permanent Resident Card or Alien Registration Receipt Card (Form 1-551)</div> <div>3. Foreign passport that contains a temporary 1-551 stamp or temporary 1-551 printed notation on a machine-readable immigrant visa</div> <div>4. Employment Authorization Document that contains a photograph (Form 1-766)</div> <div>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:<div>a. Foreign passport; and</div><div>b. Form 1-94 or Form I-94A that has the following:<div>(1) The same name as the passport; and</div><div>(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</div></div></div> <div>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form 1-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</div>		<div>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</div> <div>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</div> <div>3. School ID card with a photograph</div> <div>4. Voter's registration card</div> <div>5. U.S. Military card or draft record</div> <div>6. Military dependent's ID card</div> <div>7. U.S. Coast Guard Merchant Mariner Card</div> <div>8. Native American tribal document</div> <div>9. Driver's license issued by a Canadian government authority</div> <div>For persons under age 18 who are unable to present a document listed above:</div> <div>10. School record or report card</div> <div>11. Clinic, doctor, or hospital record</div> <div>12. Day-care or nursery school record</div>		<div>1. A Social Security Account Number card, unless the card includes one of the following restrictions:<div>(1) NOT VALID FOR EMPLOYMENT</div><div>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</div><div>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</div></div> <div>2. Certification of Birth Abroad issued by the Department of State (Form FS-545)</div> <div>3. Certification of Report of Birth issued by the Department of State (Form DS-1350)</div> <div>4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</div> <div>5. Native American tribal document</div> <div>6. U.S. Citizen ID Card (Form 1-197)</div> <div>7. Identification Card for Use of Resident Citizen in the United States (Form 1-179)</div> <div>8. Employment authorization document issued by the Department of Homeland Security</div>

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.



FLORIDA ATLANTIC UNIVERSITY

Social Security Number Collection & Usage

In accordance with Section 119.071(5), Florida Statutes, this document denotes the purpose and legal authority for the collection, disclosure, and usage of social security numbers by Florida Atlantic University ("FAU" or "University"). FAU collects social security numbers (SSNs) only as specifically authorized by law or if imperative for the performance of our duties and responsibilities as prescribed by law. FAU takes appropriate measures to secure SSNs from unauthorized access and does not release SSNs to other parties except as authorized by law or as necessary for the fulfillment of our duties and responsibilities. FAU may assign unique student/employee identification numbers for use where practical. This unique ID number may be used for associated employment and educational purposes at FAU. In instances where the unique ID number is not sufficient, an SSN will be required for the legitimate business purposes as outlined below.

ADMISSIONS Federal legislation relating to the Hope Tax Credit requires that all postsecondary institutions report student SSNs to the Internal Revenue Service (IRS). This IRS requirement makes it necessary for FAU to collect the SSN of every student. If a student refuses to disclose his or her SSN for this purpose, he or she may be subject to IRS penalties.	Authorized by 26 USC §6050S
CONTROLLER'S OFFICE SSNs are required to issue a W-2 (Wage and Tax Statement) and direct deposit forms require use of SSNs to verify against bank records. The Controller's Office may use and/or request SSNs from vendors and/or students to facilitate direct pay of an honorarium in compliance with Financial Information Reporting, Tuition Payment Statements (1098T) and Miscellaneous Income (1099) or the completion of a W9 for Consultant Service. SSNs are also disclosed for collections purposes to authenticate identity.	Authorized by 26 USC §3402(f)(2)(A), 1441, 6109, 6050S and §119.071(5), F.S.
FINANCIAL AID <i>Non Veteran Students:</i> The Student Financial Aid Office uses SSNs in the application process for determining financial aid eligibility. The SSNs are used to identify students by the Florida Office of Student Financial Aid and the US Department of Education. SSNs are also used to transmit student data to ELM Resources, a third party agency that processes Federal Stafford loan data to lenders and guarantors on behalf of student applicants for loans. Every student must report his or her SSN on the FAFSA. If a SSN is not provided, the FAFSA will not be processed. Similarly, a student who does not have a SSN is not eligible to obtain a Federal Student Aid PIN.	Authorized by Title IV of the Higher Education Act of 1965, as amended (§§483 and 484) and 20 USC §1091
FINANCIAL AID <i>Veteran Students:</i> The Student Financial Aid Office uses SSNs in the Veteran Certification form to process the veteran students' VA benefits. If a SSN is not provided, the VA certification process will not be processed in the VA ONCE web system; The Veteran student will not receive his/her VA benefits.	38 U.S.C. sections 3684 and 3685; 38 CFR sections 21.4203, 21.4209, 21.7156, 21.7307, 21.7656, 21.7807, and 21.5200
<u>HARBOR BRANCH OCEANOGRAPHIC INSTITUTE</u> HBOI at FAU uses SSNs on the Federal Drug Testing Custody and Control Form for DOT-required drug test chain of custody.	Authorized by 49 CFR Part 40



FLORIDA ATLANTIC UNIVERSITY

<p>HUMAN RESOURCES</p> <p>SSNs are used for legitimate business purposes in compliance with completion and processing of the following forms: Federal 1-9 (Department of Homeland Security); Federal W4, W2, 1099 (Internal Revenue Service); Federal Social Security taxes (FICA); Processing and Distributing Federal W2 (Internal Revenue Service); Quarterly Unemployment Reports (FL Dept of Revenue); Florida Retirement Contribution reports (FL Dept of Revenue); Workers Comp Claims (FCCRM and Department of Labor); Direct Deposit Files (affiliate banks); 403b and 457b contribution reports; group health, life and dental coverage enrollment ; various supplemental insurance deduction reports. In addition, SSNs are collected in accordance with FCRA through a TPA in conducting pre- and post employment background investigations for prospective and promotion-eligible employees pursuing student, faculty, staff positions, and volunteer or courtesy appointments.</p>	<p>Tax-related uses are authorized by 26 USC §§3402, 3406, 1441 and 6109.</p> <p>Benefits-related uses are authorized by §119.071(5). F.S.</p> <p>Background/employment-related uses are authorized by 8 USC §1324(a) and 42 USC §653(a)</p>
<p>POLICE</p> <p>National and state law enforcement databases utilize SSNs as unique identifiers. Florida law authorizes state and local agencies to access criminal justice information systems. SSNs are used as the unique identifier that accommodates a key search. Absent fingerprints, an SSN is the most reliable to query and to input data. The Police Department's records management system also contains social security numbers for individuals listed on incident reports. SSNs are collected from individuals listed on incident reports as they are unique identifiers that are the most reliable way to retrieve information from the National and State law enforcement databases. SSNs are also used by traffic & parking services for accounts of unaffiliated personnel who are referred to accounts receivable.</p>	<p>Authorized by §119.071(5). F.S. and §943.0525, F.S.</p>
<p>PURCHASING</p> <p>The Purchasing department may request SSNs from vendors and/or students to facilitate direct pay of an honorarium in compliance with Financial Information Reporting or the completion of a W9 for Consultant Services.</p>	<p>Authorized by 26 USC §§3402, 3406, 1441, 6109 and §119.071(5). F.S.</p>
<p>REGISTRAR</p> <p>The University Registrar uses student SSNs on official transcripts and for business purposes in accordance with parameters outlined by the US Department of Education.</p>	<p>Authorized by §119.071(5). F.S.</p>
<p>UNIVERSITY ADVANCEMENT/ALUMNI AFFAIRS</p> <p>The Division of University Advancement/Alumni Affairs is staffed with University officials charged with advancing the mission and goals of the University through outreach initiatives, facilitating alumni relations and fundraising efforts. The Division has a need to access SSNs of University graduates for the sole purpose of locating "lost" alumni and confirming alumni identity and/or status (i.e. deceased) . Quarterly address screenings of segments of the database (primarily "lost" alumni) require use of the SSN to confirm identity.</p>	<p>Authorized by §119.071(5). F.S.</p>
<p>COLLEGES</p> <p>SSNs are used by certain colleges in student applications for professional licensure, for contact and/or access to K-12 students and facilities, for background checks and verification of academic degrees and qualifications , and for placement tracking pursuant to the Florida Education and Training Placement Information Program.</p>	<p>Authorized by 42 USC §666(a)(13). §456.013 (1)(a). F.S., §1012.32(2). §1012.465(2), §119.071(5). §1008.39; and 8 USC §1324(a) and 42 USC §653(a)</p>
<p>OTHER</p> <p>SSNs may be used in other components of the University to authenticate identity when no other means are available and such authentication is imperative for that component's duties and responsibilities.</p>	<p>Authorized by §119.071(5). F.S.</p>

Getting Started - Account Information

Welcome To FAU! There are many programs and systems used at FAU. Today we will get you started with the basic access information that all employees need. Your home department and/or Supervisor will discuss and assist you with additional access information you may need that is specific to your job. Please note: the access described below will not be available immediately. Your access is assigned automatically as your new hire paperwork is processed. We make every effort to have your paperwork processed within five business days from the day you complete your paperwork. You may begin checking the day following your orientation day using the directions provided below.

MyFAU

MyFAU is the University's web portal, a web-based tool that provides centralized access to e-mail, google apps, administrative services and information. With a single username and password you will gain access to all these services and more. In addition nearly every screen of information is fully customizable. You choose what you want to see and where you want to see it, making MyFAU a personalized portal to your unique needs at FAU.

To access MyFAU, use a web browser to go to ***<https://myfau.fau.edu>***. You can also access MyFAU through a link from the FAU home page under the Faculty & Staff tab. If you do not know your FAUNet ID, click on the link that says "What is my FAUNet ID". Follow the directions to get your FAUNet ID. The default password for new employees is ***au*** followed by your ***date of birth*** in MMDDYY format (EX: if you were born on January 1, 1998 your default password would be: *fau010198*). When you log in to MyFAU for the first time, you will be prompted to change your password as well as provide secret questions and answers. The secret questions and answers will enable you to reset your password on your own should you ever forget the current one.

E-Mail address

Your FAU e-mail address will be the FAUNet ID with the addition of @fau.edu. For example, if your FAUNet ID is SMITH234, your e-mail address is smith234@fau.edu. Your bi-weekly pay stub will be e-mailed to you at your FAU e-mail address on a bi-weekly basis. Make sure to check your Junk Mail box in case you are not receiving the emails.

You can access your email by logging in to MyFAU and clicking the Outlook icon. You can also configure your mobile device to receive FAU email. For instructions, please visit: <http://www.fau.edu/oit/email/>

FAU Self Service System

The FAU Self-Service system is a web-based secure self-service system that allows you to monitor your personal information as it is in the University's data system (Banner). You can use FAU Self-Service to verify your personal information such as emergency contact information, and current address. You can look up your deductions and benefits, pay information, pay stubs, tax forms, leave balances, and leave history. You can access the FAU Self Service System within MyFAU.

For more information, please visit Office of Information Technology's web site at www.fau.edu/oit