



## INSTRUCTIONS FOR COMPLETING EMPLOYMENT FORMS OFFSITE EMPLOYEES

**NOTE: Please print, and complete and return all forms prior to your employment effective date. Include a copy of your Social Security Card, which will be forwarded to the Payroll Department for tax-reporting purposes.**

Please mail forms to:  
Attention: Talent Acquisition  
Human Resources Division  
Argonne National Laboratory  
9700 South Cass Avenue  
Argonne, IL 60439-4872

### FOR ALL EMPLOYEES

The following forms are available for download at [http://www.anl.gov/Careers/New\\_Employees](http://www.anl.gov/Careers/New_Employees)

#### 1. EMPLOYMENT APPLICATION FORM (ANL-3)

If you have not already completed the Employment Application Form,

- Complete pages 1 through 4, date, and sign the form.

#### 2. COMPUTER USE AGREEMENT (ANL-714)

- Sign and date the form.

#### 3. EMPLOYEE ELIGIBILITY VERIFICATION (FORM I-9)

- This form is required with appropriate documentation on your first day of employment.
- Complete, sign, and date the top half of the form (Section 1 only).
- Provide the required identification documentation (see back of form):

One (1) item from List A

OR

One (1) item from List B and one (1) item from List C

#### 4. FEDERAL WITHHOLDING ALLOWANCE CERTIFICATE (Form W-4)

- Complete, sign, and date this form.
- The W-4 form asks for the total number of allowances you are claiming. You can use the worksheets to determine this number. If after you have been paid, you discover that too much or too little income is being withheld from your paycheck, you can change the number of allowances (deductions) you have claimed by completing new tax forms and returning them to the Payroll Department. These forms are available in the Office of the Chief Financial Officer, Payroll Department, Building 201, and in the Human Resources Division, Talent Acquisition Section, Building 201.

NOTE: IF YOU ARE NOT A U.S. CITIZEN OR A U.S. PERMANENT RESIDENT YOU ARE ONLY ALLOWED TO CLAIM 0 OR 1 SINGLE ALLOWANCE.

## 5. ILLINOIS WITHHOLDING ALLOWANCE CERTIFICATE (Form IL-W-4)

- Follow the same instructions for the W-4 form above.
- The same rule applies with this form in regard to the total number of allowances you are claiming. If you are not a U.S. citizen or a U.S. Permanent Resident, you are only allowed to claim 0 or 1 single allowance.

## 6. HIRE REFERRAL FORM (ANL-842)

- Provide the requested information .

## 8. INVITATION TO SELF-IDENTIFY (ANL-844)

- Provide the requested information.

## 8. AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT (ACT-227)

- Complete, date, and sign the form.
- If you are an hourly/biweekly employee, you will receive a paycheck biweekly.
- If you are paid monthly, you will receive a paycheck on the last workday of each month.

## ADDITIONAL FORMS FOR NON-U.S. CITIZENS WHO HOLD TEMPORARY VISAS

The following forms are available for download at [http://www.anl.gov/Careers/New\\_Employees](http://www.anl.gov/Careers/New_Employees)

### ALIEN DETERMINATION OF RESIDENCY FORM (ANL-675) (required for J-1, F-1, TN Visa Holders ONLY)

- If you are a non-resident and the United States has a tax treaty with your country, you may be exempt from paying U.S. income taxes.
- You may be eligible to claim U.S. Permanent Residence status for tax purposes based on the physical presence test.
- Human Resources will send the completed form to the Payroll Department for a decision, and you will be notified of the decision made.

### SOCIAL SECURITY NUMBER APPLICATION FORM (Form SS-5)

- Paid foreign nationals who do not have a Social Security number must complete this form and take it to the nearest Social Security Office.
- NOTE: YOU MUST WAIT A MINIMUM OF 10 DAYS after your arrival date in the United States before applying for a social security number. If you apply sooner, you will encounter problems and lengthy delays in obtaining a Social Security card.

## ADDITIONAL FORMS

**NOTE: THE FOLLOWING FORMS ARE ATTACHED TO YOUR OFFER LETTER.**

They are not available online. Please print, complete, and mail these forms to the Human Resources Division.

If you are a "regular" employee, complete form (a). If you are a "temporary" employee, complete form (b).

**(a) AGREEMENT COVERING DISCOVERIES, INVENTIONS AND IMPROVEMENTS**

- Sign and date the form.

**(b) TEMPORARY APPOINTEE ACCESS AGREEMENT**

- Complete page 3 as appropriate, sign, and date the form.
- If applicable, have your home institution complete the “Consent and Waiver” portion.

**OUTSIDE CONSULTING OR OTHER EMPLOYMENT AUTHORIZATION (ANL-135)**

- Sign and date the form.

**STATEMENT OF CONDUCT EMPLOYEE CERTIFICATION FORM (ANL-843)**

- Read the Statement of Conduct Policy (attached to offer letter).
- Complete, sign, and date the form.

**TRAINING REQUIREMENTS FOR OFF-SITE EMPLOYEES**

**OFF-SITE EMPLOYMENT/ORIENTATION CHECKLIST RETURN FORM (ANL-878)**

- This form must be printed, signed, dated, and returned to HR after you have read the material listed below. It is available online at [http://www.anl.gov/Careers/New\\_Employees](http://www.anl.gov/Careers/New_Employees)
  - Cyber Security Education and Awareness, ESH-223 (available online)
  - Environment, Safety and Health Orientation, ESH-100 (available online)
  - Argonne Policy Statement on Equal Employment Opportunity and Affirmative Action (attached to offer letter)
  - Argonne Policy Statement on Harassment (attached to offer letter)
  - Problem Resolution Policy and Procedure (attached to offer letter)

**EMPLOYEES ELIGIBLE FOR BENEFITS**

- Be prepared to provide the names and addresses of beneficiaries for life insurance, and names, birth dates, and Social Security numbers of spouse and dependent children for medical/dental insurance.