NATIONAL BUREAU OF ECONOMIC RESEARCH

All of the forms necessary to add an Hourly Research Assistant to the NBER payroll are attached.

If you would like to hire a salaried employee, please contact the NBER Human Resources Office, hr@nber.org.

New Hire Packet Instructions

Required

1. Personnel Action Form – Please have the new employee fill out this form completely, including the signature section. As the supervisor, please complete the "Employment Information" and "Grant Allocation" sections including, but not limited to, the date of hire, rate of pay, and NBER Project Number. The Project Director must sign in the Authorization Section on the backside of the form.

2. Employment Eligibility (I-9) Form – Research Assistants must complete and sign the top portion of the form and produce appropriate and valid pieces of identification. **Please photocopy these ID's and send copies to our office with the I-9 form**. The project investigator should inspect the ID's and sign the bottom portion of the form.

3. W-4 Form – Please have the employee fill the form out completely. The total number of allowances should be written in line #5.

4. State Income Tax Form – Please download the appropriate form from http://www.nber.org/family/hireRA.html and have the employee fill the form out completely. Please note there is no state income tax in Alaska, Florida, Nevada, New Hampshire, South Dakota, Texas, Tennessee, Washington, or Wyoming.

5. Certification Form or Work Authorization Letter – The Certification Form must be filled out for non-US Citizens who are in the country on an F-1 visa. J-1 Visitors must provide a letter from their responsible officer that authorizes them to work as a Research Assistant. **Please make a photocopy of the student's I-94 and I-20 form (for F-1 Students) or I-94 and IAP-66 (for J-1 Visitors) and send the copies to our office with either the certification form or the letter.**

6. Time Reports – The employee should write his/her name and project allocation number on the form and make copies for future payrolls. Each time the report must be complete and signed by both the employee and the supervisor in order for the employee to be paid. Please write in each day worked and include starting and ending times as well as the total number of hours worked. Please read the attached instructions related to time sheet completion and limitations to hours worked. A schedule of payroll dates is also attached. Time sheets can be mailed to the payroll office or faxed to (617) 349-3955.

Optional

7. Tax-Deferred Annuity Plan (403(b) Plan) – Hourly employees are eligible to participate in the NBER's 403(b) Plan. Please complete the attached salary reduction form. Additional information about the Plan is included here.

8. Massachusetts Health Connector – For MA residents only – You may be eligible to purchase health insurance through the Massachusetts Health Connector using pre-tax dollars. Please review the plan

memo and summary document to determine your eligibility. You may contact the NBER Human Resources department, hr@nber.org, for additional information.

9. Direct Deposit Form

Payroll checks will be mailed to the employee's current address unless a request to have them held at one of the NBER's offices is made or a direct deposit form is completed. If you have any questions, please call Mui Cheung (617) 868-3900.

Please return all material to:	NBER Payroll Office 1050 Massachusetts Avenue Cambridge, MA 02138