

Hiring Incentives to Restore Employment (HIRE) Act Procedures

1. The hiring department needs to work with the newly hired employee to determine if he/she meets “The Hiring Incentives to Restore Employment (HIRE) Act” by completing the Questionnaire Cover sheet. Please see page 2.
2. If the newly hired employee qualifies, then he/she would complete and sign the W-11 form. You can find the W-11 form at our website located at:
http://accounting.ucsb.edu/forms/view.cfm?form=hireact_emplaffdvt_irsw11
3. The department keeps a copy and forwards the original W-11 form along with the new hire packet (i.e. I-9, Oath/Patent, W-4) to the Payroll Office.
4. The hiring department needs to send an email to Lan.Nguyen@accounting.ucsb.edu informing her only if the employee qualifies under the (HIRE) Act. Please include the employee’s name and employee’s ID number when corresponding with Lan in the Payroll Office.
5. If you have questions please contact Sona @ ext 3259 or Lan @ ext 4145.
6. The Payroll Office will claim the OASDI Employer Tax Credit from the IRS and credit the department.

Hiring Incentives to Restore Employment (HIRE) Act Questionnaire Cover Sheet

Today's Date: _____

Employee's Name: _____

Employee's ID #: _____

Department Payroll Preparer's Name: _____ EXT: _____

Section A: To be completed by the newly hired employee Employee-

1. In the 60 days preceding your date of hire at UCSB, were you employed more than 40 hours?
Yes _____ No _____
 - If your answer is Yes, your hiring department does not qualify for the OASDI Employer Tax Credit.
 - If your answer is No, your hiring department needs to complete the questions in Section B.

Section B: To be completed by the hiring department Department-

1. Is the date of hire between 2/14/2010 and 12/31/2010?
Yes _____ No _____
2. Is the employee's appointment for 50% or more for at least one year or more?
Yes _____ No _____
3. Is the employee subject to Social Security Tax?
Yes _____ No _____
4. Will employee receive pay checks with dates between 3/19/2010 thru 12/31/2010?
Yes _____ No _____
5. Was this employee hired because a new position was created or was this employee hired to replace an existing employee who terminated employment voluntarily or was terminated for just cause?
Yes _____ No _____
 - If the employee answered No to his/her question and the department answered Yes to all their questions, then the department qualifies for the OASDI Employer Tax Credit. The employee now needs to complete the W-11 form.