WELCOME TO LEAP
• LEAP is a Nonprofit organization founded in 1992.

• LEAP is an academic and social enrichment program providing mentoring for children, teens and young adults, ages 7 to 24.
This presentation is a guide to help you fill out the documents.

Make sure you have enough time and space to fill the documents. You will not be approved to work until all your forms have been completed and submitted.

It is highly important to make sure that each form is thoroughly filled out with all the necessary information, or they will be considered incomplete. If you have any questions about filling out any of the forms don’t hesitate to ask us.

All forms should be sent back to the Finance Department (payroll@leapforkids.org) upon completion.
DOCUMENTS CHECK LIST

**FORMS**
- State of Connecticut W-4 Tax form
- Federal W-4 Tax form
- I-9 Employment Eligibility Form
- Background Check Form
- Direct Deposit Form

**TRAINING**
- Completion of Sexual Harassment
- Completion of Mandated Reporter
- ADP Time Tracking Training

**PROOFS**
- Proof of COVID-19 vaccination
- Identification documents as outlined in the I-9 form
Form CT-W4: Provides your employer with the necessary information to withhold the correct amount of Connecticut income tax from your salary.

- Fill out all the highlighted spaces in Yellow*, Others only if it applies to you.

- Choose and enter a **Withholding Code 1**.
  **Example**: If you are single and your annual gross income is less than $15,000 choose **E**.

- Enter your legal First name, Last name, Social Security number and Address.

- Make sure to sign and date the document.

- Leave the Employer section below.
Federal W-4: Provides your employer with the necessary information to withhold the correct amount of Federal income tax from your salary.

Fill out all the highlighted spaces in yellow, Green only if applies to you!

**Step 1:** Provide Your Information
- Provide your legal name, Address, filing status, and Social Security number.

**Step 2:** Indicate Multiple Jobs or a Working Spouse:
- Proceed to step two if you have more than one job or your filing status is married filing jointly.

**Step 3:** Add Dependents: If you have dependents, fill out step three to determine your eligibility.

**Step 4:** Add Other Adjustments: In this section, the IRS asks if you want an additional amount withheld from your paycheck.

**Step 5:** Sign and Date W-4 Form. This form isn't valid until you sign it.
**FORM I-9:** Official verification of the identity and employment authorization of individuals hired for employment in the United States.

Fill all the highlighted spaces in yellow, Green only if it applies to you!

- Enter your Legal Last name, First name, Middle name, Address, Date of Birth, Social Security number, Email address and phone number as per your documents.

- Choose 1. If you are a Citizen of the United States or choose other as applicable to you.

- Sign and date the document.
DOCUMENTS PROOF FOR I-9

All documents must be unexpired.

1. **U.S. passport or U.S. passport card**

2. Permanent Resident Card or Alien Registration Receipt Card (this is commonly called a Green Card) See Section 6.1, Lawful Permanent Residents for when a Permanent Resident Card is considered unexpired past the “Card Expires” date.

3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa (MRIV)


5. For nonimmigrants authorized to work for a specific employer incident to status, which means they are authorized to be employed based on their nonimmigrant status, a foreign passport with Form I-94 bearing the same name as the passport and an endorsement of their nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form

6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI.

For persons under age 18 who are unable to present a document listed above:

10. School record or report card

11. Clinic, doctor, or hospital record

12. Day care or nursery school record

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.

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 (This selection does not include the driver’s license or ID card issued by a state or outlying possession of the United States in Item 1 of this list.)

3. School ID card with a photograph

4. Voter’s registration card

5. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying territory of the United States bearing an official seal

6. Military dependent’s ID card

7. U.S. Coast Guard Merchant Mariner Card

8. Native American tribal document

9. Driver’s license issued by a Canadian government authority

For persons under **age 18** who are unable to present a document listed above:

10. School record or report card

11. Clinic, doctor, or hospital record

12. Day care or nursery school record

**One document from list A or One from list B & C each**

**Highlighted in Yellow are commonly available**
Background check form only
18 & over

At LEAP we emphasize the safety and care for our youth as it is our main priority; one of the main purposes of the Background Check is to ensure that all applicants that are being onboarded are legally able to work.

Look for the link below in your ONBOARDING email if you are 18 & over

DIRECT DEPOSIT FORM

- **Employee Name**: Please fill in using the employee’s legal name
- **Bank Name**: This is the full name of the banking institution. It may be found on checks and statements.
- **Account Type**: This must be either checking or savings and its Unique number assigned to each account.
- **Routing Number**: This is a number which can be found along the bottom of your check or may be obtained from the bank or its website. Routing numbers can be different kinds for the same bank.

**NOTE**: Enter ELECTRONIC ROUTING NUMBER for direct deposits

- **Account Number**: This is a unique number identifying your bank account. It can be found on checks, savings, pass cards, bank statements, letters from the bank, and in online banking activities.

Note: **Do not use CASH APP or VENMO**

Debit card number is not your Account number

Call your BANK and ask for your Account & Routing Number
LEAP should provide staff and interns with Sexual Harassment and Mandated Reporting Trainings in accordance with Connecticut Law.

**Sexual Harassment**

- What should harassment training include?
  - Training cover the following: Harassment, discrimination. Definition of abusive conduct. Gender identity, gender expression, and sexual orientation as protected characteristics in workplace.
  - It takes around 2 Hrs. to complete the training
  - You will receive a certificate after the finish
  - Make sure to give personnel email when asked for an email.
  - Submit the certificate to payroll@leapforkids.org

**Mandated reporter**

- What should Mandated training include?
  - Training provides the knowledge and skills to help professionals carry out their responsibilities to identify and report suspected cases of child abuse and neglect.
  - It takes around 2 Hrs. to complete the training
  - You will receive a certificate after the finish.
  - Make sure to give personnel email when asked for an email.
  - Submit the certificate to payroll@leapforkids.org
Look for the **SEXUAL HARASSMENT** Training Link in Onboarding email

https://forms.office.com/Pages/ResponsePage.aspx?id=nyLEd2juUiwJHiH_abtzi1ho4uKVpOpzDtv7P7IUMk5JTYY2WIZSDFOTEIXMk9OUjYwRFFNOS4u

✔ START the TRAINING
✔ Make sure to give your personal email when asked for your email.
✔ Finish & Submit the Certificate to Payroll@leapforkids.org
MANDATED REPORTER TRAINING

Select the Link in Onboarding email.
https://portal.ct.gov/DCF/Mandated-Reporter-Training/Home

❖ Click - “All other Mandated Reporters - follow this link.”

A new tab or window should have opened. Press the "Start" button.

Registration:

✔ Enter your first and last name
✔ Put your personal Email address
✔ Organization: Leadership, Education and Athletics in Partnership, Inc. (LEAP)
✔ Type of Organization: Select "Other"
✔ Organization City: New Haven
✔ How Many People are viewing the Training Today? Enter "1"
✔ Organization State: Select "Connecticut"
✔ Click "Submit"
ADP is a payroll software company that LEAP uses to process pay.

- Once we receive all your Onboarding documents, We will send you a registration code through ADP.

Find the email sent from ADP with registration code
Check your Inbox and spam folder

- We will share you a training guide for ADP registration and applications.

- Download ADP MOBILE SOLUTIONS App from App store
## PROOFS

### COVID VACCINATION

✔️ It is mandatory to submit proof of Covid vaccination.

✔️ Email a copy of vaccination card to Payroll@leapforkids.org

✔️ Please send all required documents in ONE single mail.

### I-9 DOCUMENTS PROOF

<table>
<thead>
<tr>
<th>Step</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check</td>
<td>Check page 3 of I-9 form for list of documents.</td>
</tr>
<tr>
<td>Refer</td>
<td>Refer to slide 8 for general documents proof</td>
</tr>
<tr>
<td>Submit</td>
<td>Submit documents proofs or send them only to <a href="mailto:payroll@leapforkids.org">payroll@leapforkids.org</a></td>
</tr>
</tbody>
</table>
**Common Mistakes**

<table>
<thead>
<tr>
<th>Issue</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Security Number</td>
<td>A unique 9 number issued to U.S. citizens, permanent residents, and temporary residents. Make sure to enter the correct number while filling the forms from your social security card.</td>
</tr>
<tr>
<td>Account &amp; Routing</td>
<td>Entering wrong information can delay your paychecks. <strong>Call your bank</strong> and make sure your information is correct before filling Direct Deposit form.</td>
</tr>
<tr>
<td>Incomplete</td>
<td>Make sure to complete the forms, Sign and date with all the necessary information, or they will be considered incomplete. Don’t fill or sign in employer section.</td>
</tr>
<tr>
<td>Handwriting</td>
<td>Must be <strong>Nice &amp; Clear</strong></td>
</tr>
</tbody>
</table>
Questions

Feel free to reach us at payroll@leapforkids.org