HOW TO COMPLETE STUDENT WORKER PAYROLL PAPERWORK

**USE PERMANENT ADDRESS** on **ALL** forms (for tax purposes)

**USE THE SAME ADDRESS ON EVERY FORM** (Permanent Address)

**Student Employee Data Form:** Complete entire form

**Residency Certification Form:** For Pennsylvania Residents Only  
Complete boxes 1 and 3, leave grayed out area blank

**W4 Form:** Complete front page, below dotted line only. For students who are still claimed on the taxes of parents or guardians, we recommend a 0 on line 5 leaving lines 6 and 7 blank.

**Homeland Security I-9:** Section 1 ONLY, photo ID and original social security card or any original documents listed on page 9 of the I-9 Homeland Security form are required.

**LST Exemption Certification Form:** Complete name and address section, sign and date the back. Do not add other employment information.

**Direct Deposit Form:** Choose direct deposit, or come to the Payroll Office to pick up checks. Routing numbers are the first 9 digits on the bottom left corner of a check.

**Provisional Employment Form:** Complete entire form, review and check all boxes on back.

**PA State Criminal Form (P.A.T.C.H.):** Complete entire form.

**Child Abuse Clearance Instructions:** Follow instructions carefully. Stop and save when indicated. Bring user name and password to the Payroll Office for a payment code, do NOT pay for this yourself.

Bring these completed forms and the following to the Payroll Office:

1. Photo ID
2. Social Security Card (copies acceptable)
3. Completed New Hire form from your supervisor
4. User name and password to complete payment of child abuse clearance

**Payroll is located in Room 203 Old Main.**

**We accept paperwork from 8:00 to 3:30, Monday thru Friday.**