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.

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.

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

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


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. Completed New Hire form from your supervisor
2. Photo ID - REQUIRED
3. Social Security Card or Passport - REQUIRED
4. User name and password of child abuse clearance application

Payroll is located in Room 203 Old Main.

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