

**Instructions and Checklist for Completing Wage Payroll Documents
MUST BE RETURNED WITH ORIGINAL PAPERWORK**

<u>Form</u>	<u>Instructions</u>	<u>Checklist</u>	<u>Verified by</u>
Appointment Information	This form must be completed and signed by the supervisor.		
Wage Payroll Schedule	Information to be retained by the employee and supervisor.		
Wage Time Sheets	This form must be completed and signed by the employee and submitted to the supervisor biweekly according to the wage time schedule. The supervisor must review the hours reported, complete the budget section, sign and mail or fax (814-865-2834) to Kim McClelland.		
Employment Eligibility Verification (I-9)	The employee must complete section one only. <u>This form must be completed in blue ink.</u> Do not write in section two. Photocopies of the documentation presented for section two are required. The seal must be legible on photocopies of social security cards.		
Information and Consent Concerning Consumer and Investigative Consumer Reports for Appointment or Employment other than Academic (A and B)	This form is to be completed by the employee and should be completed only if the employment is for four months or more.		
University Employment Application	This form must be completed and signed by the employee.		
Salary Deposit Request	This form must be completed and signed by the employee. Employees must have their paychecks direct deposited.		
Employee's Withholding Allowance (W-4)	This form must be completed and signed by the employee.		
Affirmative Action Applicant Data Card	This form must be completed and signed by the employee.		
Drug Free Workplace	This form must be completed and signed by the employee.		
Intellectual Property Agreement Form	Back of form must be completed and signed by employee		
Guidelines for Wage Payroll Employees	Employees and supervisors must review and retain a copy of these guidelines for reference.		
PA Worker & Community Right-to-Know Law	Employees must review and retain this information.		
Policy HR02	Supervisors must review . Employees under the age of 18 must present an employment certificate or a transferable work permit. A copy of this documentation is required and must be photocopied on a separate sheet of paper from the I-9 documentation.		