MILLERSVILLE UNIVERSITY

Checklist of Documents Needed for HR

NAME ____________________________________ Date ________________

_____ Employee Information Form

_____ I-9 Employment Eligibility Verification Form

_____ I-9 Required Original ID (non-expired) from List A, or B and C

_____ Local Services Tax - Exemption Certificate - $52 EMS Tax: ☐ Paid ☐ Not Paid

_____ PA Background Clearance Certifications:
   Act 151 – PA Child Abuse History Clearance (Original)
   Act 114 – FBI Federal Criminal History – Fingerprinting (Original)

_____ Permanent Faculty/SCUPA Employee Only – Pay Option Form

_____ Residency Certification Form - Local Earned Income Tax Withholding Form

_____ Retirement Questionnaire: ☐ SERS ☐ PSERS ☐ ARP

_____ Social Security Card

_____ Statement of Citizenship and Taxation (Only if a Foreign National)

_____ Workers’ Compensation Employee Notification (2 forms)

REMINDER: Within your first week of employment, login to Employee Self Service (ESS) and use the My First Days link to complete your employment record including your direct deposit and Employee’s Withholding (W-4) information.

Return original documents to:
   Human Resources
   Dilworth Building, Room 105
   20 Dilworth Rd.
   Millersville, PA 17551

   Telephone: 717-871-4950

   Monday – Friday, 8:00 am – 5:00 pm

July 2016