

# 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