INSTRUCTIONS FOR STUDENTS WORKING REMOTELY AND LIVE ONE HOUR OR MORE FROM CAMPUS

For students who will be working remotely and submitting new hire paperwork electronically, please follow these steps. All forms need to be completed and signed as normal to be accepted. All forms must be sent as a PDF or they will not be accepted.

ALL student payroll forms can be found on our website:

https://www.millersville.edu/hr/payroll/studentservices/required-new-hire-documents.php

REQUIRED Forms include:

1. I-9 - Employee Eligibility Verification (See underneath for MANDATORY information)
   - Section 2 must be completed by a NOTARY, signed and notary stamped in “additional information” box. A copy of I-9 form AND identification documents must be emailed to debbie.lutz@millersville.edu and the original signed I-9 form mailed to:
     Millersville University Payroll Dept
     20 Dilworth Dr.
     Millersville, PA 17551
2. Residency Certification Form
3. W-4
4. Local Services Tax (LST)
5. Workman’s Comp, Unemployment, & Student Employment Policy
6. Direct Deposit Authorization AND a copy of a blank check or something from the bank that has the name and full account number of the person setting up the account
7. Employee Information form (This form is OPTIONAL)

These forms need to be completed ONLY if they pertain to the student personally:

- NJ Residents – REV419 & NJ W-4
- MD & OH Residents – REV 419
- Permanent Resident or International Student – Statement of Citizenship form
  *It’s preferable that the information is typed into the form and can be signed electronically with the “fill and sign” feature in Adobe. The forms can be filled out by hand but must be scanned, saved, and sent in PDF format or they will not be accepted.

Forms must be mailed to debbie.lutz@millersville.edu for processing. Paperwork WILL NOT be processed if the I-9 form completed by the notary and identification documents have not been received by email, signatures are missing, forms have not been completed correctly, or any of the REQUIRED documents are not sent.
INSTRUCTIONS FOR STUDENTS WORKING REMOTELY AND LIVE ONE HOUR OR MORE FROM CAMPUS – Continued

In addition to required payroll forms/information on previous page, clearances must also be completed and turned into Jeremy Houck - Compliance Coordinator in Human Resources. Continue reading for instructions.

❖ THE FOLLOWING CLEARANCES ARE REQUIRED BEFORE YOU CAN BEGIN YOUR JOB ON CAMPUS
  o ACT 34 – Criminal Record Check
  o ACT 151 – Child Abuse History Clearance
  o ACT 114 – FBI Federal Criminal History – Fingerprinting

❖ Refer to this Link for BACKGROUND CLEARANCE INSTRUCTIONS: Student Employee Instructions on Obtaining Clearances or see copy of instructions attached.
  https://www.millersville.edu/hr/forms/index.php

ONCE ALL CLEARANCES HAVE BEEN TURNED IN AND OK’D BY JEREMY HOUCK AND ALL COMPLETED PAYROLL FORMS IN PDF SENT TO DEBBIE.LUTZ@MILLERSVILLE.EDU, INCLUDING NOTORIZED COPY OF THE I-9 FORM AND COPIES OF IDENTIFICATION, ONLY THEN WILL YOUR INFORMATION BE ENTERED INTO THE PAYROLL SYSTEM AND YOU MAY START WORKING. IF ANY DOCUMENTS HAVE NOT BEEN ACCOUNTED FOR, IT WILL DELAY THE PROCESSING OF PAPERWORK AND A TIMELY START TIME.
NEW STUDENT WORKER
BACKGROUND CLEARANCE
INSTRUCTIONS

There are three mandated clearances that are required to work/volunteer for Millersville University.

Criminal Background Check (Act 34)
Child Abuse History Clearance (Act 151)
FBI Federal Criminal History-Fingerprinting (Act 114)

On the pages below are instructions for completing these three clearances. Act 34 must be completed before a contract/appointment letter is offered.

After clearing Act 34, and on - or before - your first date of employment, you need to bring or mail the following documents to the Office of Human Resources:

1. The original results document of your Act 151 Child Abuse clearance or proof, such as an email, showing that you have started the clearance process
2. The original results document of your Act 114 FBI Fingerprint clearance or a receipt showing the date and location where you have been fingerprinted

When these items have been received by the Office of Human Resources, you will be hired on a provisional basis and will have 90 calendar days to bring or mail the originals of the completed results of the Act 151 and Act 114 checks to the Office of Human Resources.

Given the length of time required for these checks, it is important you follow the steps below promptly.

If you have any clearance related questions, please email Jeremy.houck@millersville.edu or call Human Resources @ 717-871-4241.
ACT 34 CRIMINAL RECORD CLEARANCE

Step 1: Send an email to human.resources@millersville.edu with the following information:

First Name:
Last Name:
Email Address:
Department that you are working in:

Step 2: After the request has been seen by a Human Resources representative, you will receive a background screening request. Please Click “Begin Process”.

Step 3: Fill out the clearance. Please be aware that only the red * sections are required for you to fill out. After you have filled out the clearance and submitted for approval, exit the window. The results will begin to process and you can expect an email indicating the results within 24-48 hours.

*Please note that if you do not complete the clearance within 72 hours, the link will expire.*
ACT 114 FBI FINGERPRINTING CLEARANCE

Step 1: Send an email to human.resources@millersville.edu requesting for an individualized payment code.

Step 2: Go to https://uenroll.identogo.com/ (use Google Chrome or Firefox)

Step 3: Type in the service code: 1KG756

Step 4: Select “Schedule or Manage Appointment”

Step 5: Fill out the clearance.

1. **Essential Info:** Fill out your Legal Name and Date of Birth. Under “Method of Contact” fill in your email. You must confirm your email. It is not necessary to list your phone number but you are welcome to if you would like. Make sure to select your preferred method of contact as “Email”.
2. **Employer:** Please fill in the following information.
   - **Employer Name:** Millersville University
   - **Country:** United States
   - **Address:** 20 Dilworth Road
   - **City:** Millersville
   - **State:** PA
   - **Postal Code:** 17551
3. **Citizenship:** Fill out your Country of Birth, State/Province of Birth, and Country of Citizenship.
4. **Personal Questions:** Answer the questions asked. For the final question “Do you have an authorization Code (Coupon Code) that you will be using as a method of payment” select YES.
5. **Personal Information:** Fill out the information requested. (Height, Weight, Hair Color, Eye Color, Preferred Language, Gender, Race, Ethnicity)
6. **Address:** Fill out the information requested. (Country, Address, City, Postal Code) This is the address that the results will be sent to.
7. **Documents:** In the dropdown menu, please select documentation that you can bring to your fingerprint appointment. Please answer the supplemental question that may be asked based on your selection.
8. **Location:** Please type in the following location code in order to be fingerprinted at Millersville University : SP-DILMILLU – Click “Search” (Do not copy & paste)
   Once you have typed in the location, click “Next” across from “IdentoGO, Dilworth Bldg Rm 105”
9. **Payment:** Enter the payment code that you were given. Make sure the coupon is valid. Once the total amount due shows $0.00, click next.
10. **Date and Time:** Select an appointment time. Click SUBMIT.
11. Select “Done” at the bottom of the final page. A receipt with the information that have filled out will be emailed to you.
ACT 151 CHILD ABUSE CLEARANCE

Step 1: Send an email to human.resources@millersville.edu requesting for an individualized payment code.

Step 2: Go to the following link: https://www.compass.state.pa.us/cwis

Step 3: Click “Create Individual Account”. Create a Keystone ID. Fill out additional basic personal information. Once you have filled out all requested information, Click Finish.

Step 4: You will receive two emails shortly after completing Step 3. Use the Keystone ID and temporary password to log back into the portal. “Individual Login”.

Step 5: Once logged in, you will be directed to answer your security questions. After successfully answering your security questions, you will be prompted to create a new password. After you create a new password, it will automatically log you out again.

Step 6: Login using your newly create Keystone ID and Password. Fill out the clearance.

1. Read and agree to the My Child Welfare Account Terms & Conditions. Click “Next”.
2. Scroll down to the bottom and Click “Continue”.
3. Click “Create Clearance Application”.
4. Scroll down to the bottom and Click “Begin”.
5. Select “School Employee Not Governed by Public School Code: Applying as a school employee not governed by Section 111 of the Public School Code.” Click “Next”.
6. Fill out Applicant Information. You only need to fill out the parts that say “required”. Once you have filled out the required parts, Click “Next”.
7. Fill out Current Address. At the bottom, please select to have a paper version of the certificate to be sent to you home. Finalize by Clicking “Next”.
8. Previous addresses. **Please only fill out what state(s) you have lived in. You do not need to list all of your previous addresses.** Finalize by Clicking “Next”.
9. Household Members: You must list all household members that you have lived with starting with your parent(s). Finalize by Clicking “Next.”
10. Scroll through the application summary. At the bottom, Click “Next”.
11. E-signature: Please certify the application and Sign. Finalize by Clicking “Next”.
12. Application Payment: Please enter the payment code. Finish by Clicking “Submit”.

Rev. November 2019