

# NEW EMPLOYEE PAYROLL SIGN-UP CHECK LIST

The following forms should be typed or legibly printed by the employee and an authorized departmental representative, arranged in the order listed below and then stapled securely together. This packet should be routed through the department's normal administrative channels, then to Human Resources, 106 Whitehurst. You can determine if an employee requires the new sign-up by viewing HRS (SCTP) screen A16. Please use the following as a checklist of all items to be completed during the sign-up.

Incomplete sign-ups will not be worked until all forms are received.

- ❑ **Employment Action Form (EA) or Exception to Normal Pay (ENP) Form**
  - EA and ENP forms are printed on **buff** colored paper using templates available in Excel or Word. You can download these files from [www.vpaf.okstate.edu/PayrollServices/DownloadGuidesAndForms.htm](http://www.vpaf.okstate.edu/PayrollServices/DownloadGuidesAndForms.htm), or call (405) 744-6372.
  - PLEASE NOTE that an EA form is required to gain access to University systems for all employees. If the individual will not receive pay, please contact Melissa Lindhorst of ID Management for information on Affiliates and access.
- ❑ **Copy of Employee's Social Security Card, a Numident, or an Abbreviated Numident**
- ❑ **Employee's Withholding Allowance Certificate (W-4)**
  - Employee has completed all information, signed, and dated the form. Taxes are withheld based on a marital status of Single with 0 allowances if the form is completed incorrectly.
  - Employee either completed the marital status, withholding allowances, or additional amounts, if desired, or claimed Exempt from Withholding. Claims for Exempt Status are not available for international employees.
- ❑ **Automatic Deposit Transmittal Form – Mandatory for New Hires**
  - Employee has legibly completed all information and signed and dated the form.
  - A voided check has been attached. The voided check clearly shows the bank's transit routing code and employee's bank account number. For a savings account, an official signed letter from the financial institution on their letterhead with the Bank Routing Number and Account Number has been attached.
  - Please refer to Payroll Advice for distribution information.
- ❑ **International Employees**
  - For nonresident international employees, a valid "Work Permit" is required PRIOR to employment. The Work Permit must be renewed periodically. When hiring a nonresident international employee, include a copy of the Work Permit for new employees or check for a current date in HRS Screen 017 in the field "Authorization Expire Date" for continuing employees. The assignment date cannot begin prior to the Work Permit begin date, nor extend beyond the Work Permit end date.
- ❑ **Loyalty Oath – Mandatory for Employment**
  - All employee and notary information is clear, including notary seal.
  - Employee and notary have signed and dated the form, in the same first name, middle initial, last name format as the typed or printed name.
- ❑ **I-9 Employment Eligibility Verification Form / E-Verify Case Details and Accompanying Documentation, if any**
  - Employee has completed ALL of Section 1 with signature and date. If no social security number is available, please submit copy of E-Verify Exception Request Form.
  - Department reviewed documents furnished by the employee, verified employment eligibility in Section 2, and signed and dated the form.
  - E-Verify Case Number must be written at the top of the I-9 form and a copy of the Case Details page must be attached.
- ❑ **Personal Information Form (PIF)**
  - The employee has legibly completed all sections of the PIF, as requested.
- ❑ **Give the employee a copy of the following information:**
  - Employee Info Handout *Important Benefits Notice for New Hires*, *OSU Drug-Free Workplace Statement*, *Summary of Public Safety Guide*, *OSU Invitation to Self-Identify for Individuals with Disabilities*, *Vietnam Era Veterans and Other Veterans*, Employee Info Handout *Worker's Compensation*, *Unemployment Compensation and Social Security/Medicare*, and Employee Info Handout *Your Payroll Advice*.