

STUDENT EMPLOYMENT PAYROLL DOCUMENT INSTRUCTIONS

If you are new to student employment at Eastern University, you will need to fill out your payroll documents and submit them to Human Resources before you can receive your student employment contract and before you can start working. Please see the instructions below and the attached sample form which highlight the areas that must be filled in. The payroll documents can be printed and filled out ahead of time but they must be hand delivered and signed by the student in Human Resources. When dropping off the forms, please bring the proper ORIGINAL ID to be verified.

Use your home address (NOT your Eastern University address) on all forms.

All forms and ID should be brought to Julie Condie in Human Resources (HHC 206). Please call 610-341-1459 or email hraa@eastern.edu with any questions or for help filling out the forms.

W4 FORM:

- Complete step 1. The form cannot be accepted without your social security number.
- Complete steps 2-4 ONLY if they apply to you; otherwise skip to step 5.
- Sign and date in step 5.

I9 FORM:

- Fill out the highlighted areas on page 1 only and bring page 2 with you to be filled out by HR
- Please bring your **ORIGINAL** ID (no photocopies, scans, or faxes) to HR for verification. Acceptable ID is listed on page 3 of the I9 form and includes 1 ID from list A OR one from list B AND one from list C

PA32:

- Complete the highlighted areas in the first section (skip the PSD code and Total resident EIT rate)
- Complete the certification section by signing and filling in the date, phone number and email address.

Direct Deposit Form:

- **DIRECT DEPOSIT FORMS ARE RECOMMENDED FOR ALL STUDENTS.** If you do not fill out a direct deposit form, you will receive a paper check to your EU mailbox or your home address if you do not live on campus.
- Fill in all highlighted areas of form
- The bank address can be found on the bank's app or website or by calling the bank.
- The ABA routing number/transit number can be found on your check or by calling the bank or on the app or website.
- Choose if you would like your paycheck deposited in your check and/or savings account. If you want the money on only one account, please only fill in that section.