

Wage Appointment Check Sheet

NOTE: An employee (including students) may not work prior to the completion of a PSU background check. The background check is considered to be complete once the ESM department receives the PSU HR notification of background check completion.

1. Complete Wage information sheet a minimum of 2.5 weeks before suggested start date (longer is strongly encouraged). Include:
 - a. Penn State ID number
 - b. Start and end date or number of weeks appointment should span
 - c. Number of hours per week
 - d. Pay rate (minimum wage is \$7.25) or total amount of pay for appointment
 - e. Budget/fund
 - f. Description of work
2. Wage payroll assistant will prepare informal offer letter and provide employee with Background Check forms (estimate approximately 2 weeks to process). Employee should hand deliver these three documents to 520 James Elliot Building.
 - a. Options Sheet (prepared by wage payroll assistant)
 - b. Consent Form
 - c. Disclosure Form
3. Once Background check approval is granted, the wage payroll assistant will contact the employee to set up an appointment to complete additional paperwork that must be on file. (Forms marked with * can be sent to student to fill out ahead of time. Forms marked with ‡ are forms that the employee will need to have filled out with the International Scholars Advising (ISA) Office if the employee is a foreign national.)
 - a. I-9 ‡
 - b. I-9 check list ‡(ISA may not send this completed form)
 - c. Alien Information request form (only for foreign nationals)*
 - d. Employee withholding allowance* ‡
 - e. Salary deposit request form*
 - f. Wage employee notice
 - g. University Intellectual Property
 - h. Workers Compensation Employee Notice
 - i. Workers Compensation Information Form
 - j. Affirmative Action Application Data Card*
 - k. Employment Application*
4. Wage Payroll assistant will create a time card for the employee that will include all pertinent appointment information. (see attached sample)
5. Wage payroll assistant will explain to the employee and give them the following forms:
 - a. University Park Provider Panel for Workers Compensation
 - b. Notice of Combined Annual Security Report and Annual Fire Safety Report Availability
 - c. Wage payroll procedures
 - d. Schedule of Bi-weekly payroll periods
 - e. Time sheet

6. Once items 1-5 are completed, wage payroll assistant will inform supervisor of employee's official start date and submit wage appointment on IBIS
IMPORTANT: Supervisor may not ask employee to work prior to their start date.
7. Supervisor and employee will sign the time card each week and turn in a copy (either paper or by email) to wage payroll assistant by the deadline for that pay period, as noted on time card.
8. Wage payroll assistant will keep a copy of the timecard to write the WAGC form number and date of submission (can also put in hours that were submitted for each time period to keep a running total).
9. If at any time during wage appointment employee fails to turn in time cards for two consecutive time periods, wage payroll assistant will contact supervisor to discuss the employee's status.
10. At the end of the appointment, the employee will turn in the fully completed and signed original of the time card to file.
11. The original signed timecard and the copy of the timecard recording IBIS form number and date submitted will be stapled together and given to ESM Budget Assistant to file in the budget folder in the ESM Budget Office.
 - a. If the employee loses the original timecard with signatures, the supervisor and employee will be requested to re-sign a replacement form.