

Wage Payroll Information Sheet
Dept. of Engineering Science and Mechanics
To be completed prior to wage payroll start date

() Check here if this is a continuation of a wage payroll appointment

Name _____ Sex _____ PSU ID _____

Birthdate _____ Marital Status _____ Student ___ No ___ Yes

Citizenship _____ Major and Semester Classification _____

Home Address _____

Street

City-State-Zip _____

Home Phone Number _____ Office Phone Number _____

E-mail _____ Office Address _____

Office Mailing Address (if different from above) _____

⇒ TO BE COMPLETED Start Date _____ End Date _____

BY SUPERVISOR: Budget and Fund to be paid from _____

Rate of pay (or equivalent) _____ Hours per week _____

Job Description: _____

Supervisor's Signature _____

The following information is needed **PRIOR TO EMPLOYMENT**:

_____ I-9 and appropriate identification (US Citizen, i.e.: Passport, Photo ID & Soc Sec Card or Birth Certificate; Foreign Students need to complete I-9 at Office of International Students)

_____ W-4 card (In the event you were previously employed by Penn State, indicate the approximate date) _____

_____ Worker's Compensation Form

_____ Direct Deposit Card and voided personal check (when you participate in Direct Deposit, your payroll check will be deposited into your savings or checking account.)

_____ Notice to Payroll Employees

_____ Intellectual Property Agreement

Do you currently receive an assistantship and/or wage payroll from any other source? _____

If so, please explain where and how many hours per week _____

Employee Signature _____ Date _____

Please return to:
Renee Lindenberg
118 Research West Building

LISTS OF ACCEPTABLE DOCUMENTS

LIST A

**Documents that Establish Both
Identity and Employment
Eligibility**

LIST B

**Documents that Establish
Identity**

LIST C

**Documents that Establish
Employment Eligibility**

OR

AND

1. U.S. Passport (unexpired or expired)	1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address	1. U.S. Social Security card issued by the Social Security Administration <i>(other than a card stating it is not valid for employment)</i>
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address	2. Certification of Birth Abroad issued by the Department of State <i>(Form FS-545 or Form DS-1350)</i>
3. An unexpired foreign passport with a temporary I-551 stamp	3. School ID card with a photograph	3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
4. An unexpired Employment Authorization Document that contains a photograph (Form I-766, I-688, I-688A, I-688B)	4. Voter's registration card	4. Native American tribal document
5. An unexpired foreign passport with an unexpired Arrival-Departure Record, Form I-94, bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for the employer	5. U.S. Military card or draft record	5. U.S. Citizen ID Card <i>(Form I-197)</i>
	6. Military dependent's ID card	6. ID Card for use of Resident Citizen in the United States <i>(Form I-179)</i>
	7. U.S. Coast Guard Merchant Mariner Card	
	8. Native American tribal document	7. Unexpired employment authorization document issued by DHS <i>(other than those listed under List A)</i>
9. Driver's license issued by a Canadian government authority		
	For persons under age 18 who are unable to present a document listed above:	
	10. School record or report card	
	11. Clinic, doctor or hospital record	
	12. Day-care or nursery school record	

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)