

NEW EMPLOYEE PAYROLL SIGN-UP CHECK LIST

No employee may commence work prior to the completion of the I-9 form, including the social security number field. If you have questions regarding this requirement, please contact OSU Human Resources at (405) 744-5161. All payroll sign-up documents should be placed in a sealed business envelope addressed to Human Resources, Confidential Payroll Sign-up, 106 Whitehurst, in order to keep social security numbers and financial information secure and confidential.

Online Employment Action Form (EA) or Paper Exception to Normal Pay (ENP) Form

- The EA form must be completed prior to submission of the following forms to 106 WH for processing.

The following forms should be typed or legibly printed by the employee and an authorized departmental representative, arranged in the order listed below, then stapled securely together. This packet should be routed through the department's normal administrative channels, then placed in a sealed envelope and sent to Human Resources, Confidential Payroll Sign-Up, 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.*

Copy of Employee's Social Security Card, a Numident, or an Abbreviated Numident

Personal Information Form (PIF)

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.
- 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.

International Employees

- For 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.

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.
- International employees should refer to the special rules as printed on the W-4.

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 for a checking account. 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.

State of Oklahoma Outstanding Wages Beneficiary Designation Form

- Employee has legibly completed all information and signed and dated the form.
- The employee should keep a copy for his/her records.

Voluntary Self-Identification of Disability Form

- Employee has legibly completed all information and signed and dated the form.

Veteran Voluntary Self-Identification Form

- Employee has selected all classifications of protected veterans that apply, completed the retirement/release from active duty/discharge date, and signed and dated the form.

Give the employee a copy of the following information: Employee Info Handouts as listed at <http://hr.okstate.edu/hr/new-hire-info>.