Getting on Payroll

For student to receive a paycheck and be in the payroll system, the following forms must be completed and turned in.

- Employee Info.
- AP-2S
- W-4
- NC-4
- Direct Deposit Authorization
- I-9 Verification – must be completed in person

DEADLINE: August 19th

If this deadline is met, you will receive your first paycheck August 31st.

If you do not complete the forms and do not process your I-9 before the August 19th your first paycheck on September 30th.

INSTRUCTIONS:

Completed forms are to be turned in to Bridgette Cyr (SN 154) in person no sooner than Wed. 13 August. Forms are to be submitted in person (no emails).

Instructions Regarding Forms:

All forms can be found on the Orientation Page

1. **Employee Info:** Standard information.

2. **AP-2S (EPA Student Employee Certifications and Conditions of Employment):** Please fill in your name and PID on all pages of the AP2s, initial and date the bottom of pages 1 and 2, for Demographic Data (address can be either your permanent or your local address). It is optional to include a list of experience and activities. On page 3 you will need to check only one block from A, B, or C. Please sign and date on appointee's signature line.

3. **W-4 (Federal Tax Form) and NC-4 (State Tax Form):** The Computer Science staff is neither able to assist anyone in the completion of tax forms nor answer any specific tax questions. Instructions are included on the form. Please use your local address and sign and date this form.

4. **Direct Deposit (Required):** Complete the attached deposit slip. Attach a pre-printed voided U.S. check or an original bank letter from your checking or savings account. It may take one or two checks for the direct deposit to take effect. (If you change banks while you are here, a new form and a voided check with your new account number is required.)
Other forms:

1. **I-9 Acceptable Documents List**: This form lists all acceptable documents required to complete the I-9. You will be complete this form online in the department before you begin working. Please note that all documents listed above must be complete before we can begin the I-9. Please stop by my office SN154 to sign up for a time to complete your I-9.

2. **Disclosure Agreement**: Please review form prior to arrival, but do not sign. You will complete this form in my office.