



NEW FACULTY HIRE PAYROLL CHECKLIST

(MUST BE COMPLETED AND SUBMITTED FOR HAND-PUNCH I.D.
BEFORE STARTING EMPLOYMENT)

NAME OF FACULTY MEMBER _____

DEPARTMENT _____

- Completed I-9 Form (completed with supporting documentation)
Copy of Social Security Card
Copy of picture I.D.
Verification of work authorization (in case of foreign nationals)

- Completed W-4 Form (Please PRINT)
- Completed and approved Payroll Status Change Form

APPROVED BY:

Vice President, Office of Academic Affairs

____ / ____ / ____
Date

Senior Vice President

____ / ____ / ____
Date