

Instructions to complete the Hourly Hiring Packet – Employees to retain this for their records!

The following pages need to be completed before or on the day of hire if the person you are hiring has never worked on campus before.

Federal law requires this paperwork be completed at the time of hire and employees should not begin work until this paperwork is completed in full.

To see if a person has worked on campus before, utilize the EPAF Person Search in Banner Self-Serve. If their name appears, they have worked on campus before and an EPAF may be completed in place of this packet.

Persons who have never worked on campus before will need to complete the following forms:

- * Payroll Action Request Form
- * W-4 Employee's Withholding Allowance Certificate
- * I-9 Employment Eligibility Verification
- * Direct Deposit Enrollment Form

Instructions on completing these forms are as follows – employer information is in red.

Payroll Action Request Form

- New employees are to complete the top section of the form detailing general information.
- **Departments are to complete the bottom section of the form detailing job information & approving signatures.**

W-4 Employee's Withholding Allowance Certificate

- New employees will need to complete sections 1-3 of the form for general information on withholding. Exemptions are to be listed in section 5 and claiming exempt status in section 7. A signature line & date are located at the bottom of the form. Employees need not complete the personal allowances worksheet.
- **Human Resources will complete sections 8-10.**
- **NOTE: Any employee who claims exempt will need to complete a new W-4 form each year. Employees are also allowed to update their W-4 whenever a life change or address change has occurred.**

I-9 Employment Eligibility Verification

- New employees will complete section 1 down to the employee's signature and date.
- **Human Resources will complete section 2 – they are the campus employees authorized to verify your documents.**
- Employees will be asked to show acceptable documentation to verify their employment eligibility. A list of acceptable documentation is located on the second page of the I-9 form. Keep in mind that original, unexpired documents are required – no photo copies/faxes.
 - The most common forms of verification are 1) a US Passport or 2) a valid driver's license and Social Security Card.

Direct Deposit Enrollment Form & Pay Information

- Employees will receive their pay by either mailed check or direct deposit. Due to its convenience, it is highly recommended that employees sign up and maintain an active direct deposit account. Employees that do not enroll in direct deposit will have their checks mailed to the address they have provided. Checks will be sent via USPS on payday.
 - Note: Employees are responsible to notify Human Resources of any changes to the address that your paycheck is sent to.
 - Note: SUU is not responsible for lost paychecks. In order to have a new check issued, the employee will be required to pay a stop payment fee on the original check.
- Employees will need to complete the form and attach either a voided check or a direct deposit authorization form from their bank. Once payroll has all this information, the employee's next paycheck will go direct deposit.
 - In the case that a voided check or authorization form is not turned in with the form, there is a pre-noting process that will occur, resulting in one check being mailed with the remainder going direct deposit.

Employment Policies

All employees are required to read and abide by the following rules that are outlined in the Southern Utah University Drug-Free Workplace Policy and the Southern Utah University Sexual Harassment Policy. Questions on either topic should be directed to the SUU Dean of Students or the SUU Director of Human Resources. ***Drug-Free Workplace Policy*** – <http://www.suu.edu/pub/policies/pdf/PP59DrugFree.pdf>
Sexual Harassment Policy – <http://www.suu.edu/pub/policies/pdf/PP527Sexual.pdf>

Miscellaneous Information for Hourly Employees

- The two methods for turning in hours for payroll are Web-Time entry and Department-Time entry. Most employees will submit their time online in Banner Self-Serve (the same system used to access registration). To access detailed instructions on how to input your time, you can access a tutorial at the following link: <http://www.suu.edu/it/admin/timeinput>.
- ***Hourly Pay periods run from the 1st – 15th of each month and the 16th – last day of each month. Hourly pay days are the 10th and 25th of each month, or approximately ten days following the close of the pay period.*** Should a payday fall on a Saturday, pay will be issued on the Friday before; should a payday fall on a Sunday, pay will be issued on the Monday after.
- ***Time for hourly employees is always due by 11:59 PM on the last day of the pay period.*** Please note that the hours you submit will be approved by your supervisor on the next business day. If you miss submitting your time by the deadline, you must fill out an hourly late time sheet and return it to the Payroll office as soon as possible.
- If you need to change/correct your name, please bring your new Social Security Card & Drivers License with your correct name on it to the Human Resources Office. This will change your name on the entire campus system; you needn't change it with Registrar's.

SOUTHERN UTAH UNIVERSITY
Student Payroll Action Request
Regular Hourly Student Form

T # _____

Job # _____

EMPLOYEE SECTION - Please Print:

Employee Name (Last, First, MI)

Social Security Number

Sex: Male _____ Female _____

Are you an International Student? Yes _____ No _____

Ethnic Origin: White _____ Black _____ Hispanic _____ Other _____
 American Indian/Alaska Native _____ Asian/Pacific Islander _____

Email Address & Local Phone Number (cell)

Mailing Address for Paychecks (if no direct deposit)

I am currently enrolled/admitted for enrollment for _____ semester during the _____ academic year.

_____ I am **not** related to any current SUU staff or faculty employee(s).

_____ I am related to the following current SUU staff or faculty employee(s).

Name	Department	Relationship

I hereby acknowledge that **hourly student employment is not covered by any program of unemployment benefits or retirement.** I acknowledge that I have received information on SUU's drug-free workplace and sexual harassment policy websites. I also certify that the above information is complete and accurate and I accept this appointment under the terms and conditions specified.

Student Employee Signature

Date

EMPLOYER SECTION - Please Print:

Job Title

Job Start Date _____ / _____ / _____

Hourly Pay Rate (minimum wage is \$7.25)

Job End Date (if known) _____ / _____ / _____

Timesheet ORG (5-digit)

Account Supervisor's Signature (Intermediate Authority)

Department fund/org/acct/prgm or INDEX*

Timesheet Supervisor's Signature & T-Number (Initiating Authority)

*On regular hourly student positions, departments pay 100% of the salary cost.

_____ **W-4** _____ **I-9** _____ **Drug Free & Sexual Harassment Policies**
 _____ **Direct Deposit/Check Mailing** _____ **E-Verify** _____ **HR Staff initial and date**

**SOUTHERN UTAH UNIVERSITY
PAYROLL DIRECT DEPOSIT ENROLLMENT FORM**

Name (Last, First, Middle)	Social Security or T-Number
Email Address for Check Stubs	
I authorize the Payroll Office to direct deposit my pay at:	
Name of Bank	
Bank Account Number	
<input type="checkbox"/> Checking	<input type="checkbox"/> Savings
(A voided check or copy of a check MUST be attached to verify bank account number.)	

Please attach a
voided check or bank
Direct Deposit
authorization form.

It is important that you understand the direct deposit benefit and your responsibilities associated with it.

1. It is your responsibility to notify Human Resources of any changes (account number, closing of account, etc.) in your bank account. **Please know your direct deposit will remain active until you inactivate it with Human Resources.**
2. Direct Deposit may require a "pre-note" file be sent to the bank if you have not attached a voided check. Therefore, your first paycheck after signing up may be printed & mailed. All subsequent payrolls will be deposited directly in your bank account and you will receive a direct deposit notification via the email address listed above.
3. Direct Deposit notifications are sent out 2 - 3 days before pay day. As such, when you receive your notification, please check the date in the upper right hand corner to see the actual pay date when funds will be deposited. Contract pay days are typically the 15th & last day of the month; Hourly pay days are typically the 10th & 25th of each month.
4. It is your responsibility to verify that your check has been deposited into your account.
Southern Utah University is not responsible for any bank charges or overdrafts to your account.

The employee's signature below indicates that he/she has read and understands the direct deposit policy.

Signature

Date