

Ville Daily Post:

New Student Employment Process (link to below info)

Effective January 1, 2018 all new student workers must complete the required new hire paperwork for payroll electronically (typed/not hand written) and print out the forms prior to coming to the Payroll Office.

Visit the Student Payroll Services webpage: (Human Resources/Payroll/Student Payroll Services) or

<http://www.millersville.edu/hr/payroll/student-services/required-new-hire-documents.php>

Complete the required new hire forms by **typing in the required information** and print prior to coming to the Payroll office.

The forms will need to be printed out and brought to the Payroll office along with:

- Request to hire form (from the department that hired the student)
- Background clearance check off form (from Human Resources)
- Unexpired photo ID and original I-9 document (such as social security card)
- Blank check, bank issued direct deposit form, or letter from bank w/ account information for Direct Deposit of your paycheck

After paperwork has been turned into the Payroll office you may begin working.