

MEMORANDUM

To: Millersville University Student Workers
From: Office of Human Resources - Payroll Dept.
Date: September 24, 2020
Re: New Hire Documents - Schedule an Onsite meeting with Payroll

For all Newly Hired Millersville University Student Workers, we will now be **requiring** that you present your documents in person. Starting today, you will need to schedule an appointment, and bring all new hire paperwork to the Payroll Office.

You can schedule an in-person meeting in the Payroll Office (Dilworth Building, Room 106), by visiting our Payroll website (<https://www.millersville.edu/hr/payroll/student-services/required-new-hire-documents.php>), and clicking on the button, “**SCHEDULE A MEETING**”. We require a 48 hour notice and you will receive an email confirmation notice regarding your scheduled time.

If you are a student that is working remotely and are not within a reasonable driving distance of the University, please contact Debbie Lutz to make other arrangements at Debbie.Lutz@millersville.edu

Millersville University

[COVID UPDATES](#) [PROGRAMS](#) [ACADEMICS](#)

REQUIRED NEW HIRE DOCUMENTS

REQUIRED NEW HIRE DOCUMENTS

SCHEDULE ONSITE APPOINTMENT

PLEASE SCHEDULE AN IN-PERSON MEETING TO SUBMIT YOUR NEW HIRE DOCUMENTS

SCHEDULE A MEETING

PRIOR TO COMING TO PAYROLL, PLEASE COMPLETE THE BELOW REQUIRED NEW HIRE DOCUMENTS, PRINT AND SIGN.

REQUIRED DOCUMENTS

Check off List of forms (if needed)