

MEMORANDUM

To: Millersville University Student Workers
From: Office of Human Resources - Payroll Dept.
Date: September 11, 2020
Re: Schedule an Onsite meeting with Payroll

For all Millersville University Student Workers that would like an in-person meeting with the Payroll staff, we are now available by appointment. We continue to work remotely and are still encouraging that all New Hire paperwork be submitted electronically. (see instructions at <https://www.millersville.edu/hr/payroll/studentervices/new-hire-process.phpthe>).

Millersville University

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

STEP 4 - NEW HIRE DOCUMENTS - COMPLETE ELECTRONICALLY, PRINT, AND RETURN THEM TO THE PAYROLL OFFICE.

FAILURE TO RETURN YOUR COMPLETED DOCUMENTS WILL DELAY THE PROCESS OF BEING HIRED TO WORK ON CAMPUS.

BRING TO THE PAYROLL OFFICE (DILWORTH 106):

- Complete the new hire forms electronically, print, and sign

IMPORTANT! If saving the forms, you will need to save by printing to "Adobe PDF" (Select File, print, and use the drop down box to select Adobe PDF in the printer selection) and then selecting where you want to save the files.

However, should you need assistance with completing your forms and would like to meet with someone in-person, please feel free to schedule an appointment to do so. 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/studentervices/required-new-hire-documents.php>), scrolling to the bottom 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.

Millersville University

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

SCHEDULE ONSITE APPOINTMENT

If you would like to schedule an in person onsite visit with Payroll, please visit our MS Bookings webpage.

[SCHEDULE A MEETING](#)