

## Payroll / Employment Forms

These and other important documents will be provided to you by the Payroll/Student Employment Office. The forms can also be found on our website. Please return the forms to the Payroll Office quickly, to allow sufficient time to review and setup your records prior to processing your first pay.

### Required Forms:

- ✓ W-4 Employee Withholding Allowance Certificate
  - federal income tax
  - define your marital status and no. of allowances
- ✓ Residency Certification Form
  - local income tax
  - home address, municipality and school district
- ✓ Direct Deposit Authorization
  - define your bank(s) and account number(s)
- ✓ I-9 Employment Eligibility Verification
  - complete in person in the Payroll Office
  - you must present the original, approved form(s) of identification in person. Forms of identification are included in your employment packet.
- ✓ Online HR Employment Forms (in MC Square)  
*Failure to indicate agreement with these policies may result in a discontinuation of the job assignment.*  
@ Self-Service → Employee → Employment Forms
  - Confidentiality Statement
  - Drug Free Acknowledgement and Agreement
  - Hazard Communication Program Overview
  - Worker's Compensation Employee Notification
  - *and more*
- ✓ Online Job Acceptance Form (in MC Square)  
*Incoming students are required to complete this form to be considered for open positions. Students are strongly encouraged to complete this form for each new job assignment.*  
@ Self-Service → Employee → Student Employment
  - Officially accept or decline your job offer

### Optional Forms:

- ✓ Local Services Tax Exemption (LST)
  - use if you are exempt from paying the tax
  - submit a copy to the Payroll Office
  - submit a copy to the Cumberland Co. Tax Bureau

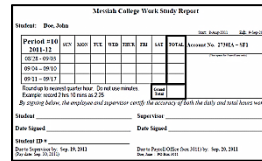
## Getting Paid

With the tax forms complete, it is now time to get paid. Please observe payroll submission deadlines which will be printed on the forms required to report your time.

### Reporting Time Worked

The Payroll Office will provide your supervisor with a time sheet through campus mail. Your hours are recorded on the time sheet (or time clock, when applicable), signed by you and your supervisor and then mailed or delivered to the Payroll Office for processing.

Your pay may be delayed if your time sheet is received after the submission deadline or is completed incorrectly.



The form is a 'Messiah College Work Study Report'. It includes fields for Student ID#, SSN, Last Name, First Name, Middle Name, Sex, and Address. There is a table for recording hours worked by date, with columns for Date, Hours, and Rate. Below the table are fields for Student Signature, Date Signed, Supervisor Signature, and Date Signed. At the bottom, it says 'Printed On: Sep 28, 2011' and 'Date Printed: Oct 2011 by: Sep 28, 2011'.

### Pay Schedule

Student employees are typically paid every other Friday throughout the academic year and the summer. Whenever the pay day falls on a day when the banks are closed, such as a bank holiday, you will be paid the previous business day. There is generally a modified payroll schedule for the first academic year payroll in the fall and for the weeks surrounding Christmas break. A full, detailed pay schedule can be found on the payroll website.

### Pay Stubs

If you have an email (or network) account, you will not receive a paper copy of your pay stub. Instead, you can view or print your stub from the online self service section of MC Square.

## External Websites

- Federal Tax Website [www.irs.gov](http://www.irs.gov)
- Pennsylvania Tax Website [www.revenue.state.pa.us](http://www.revenue.state.pa.us)
- Cumberland County Tax Bureau [www.westab.org](http://www.westab.org)
- Social Security Administration [www.ssa.gov](http://www.ssa.gov)
- Paycheck Calculators [www.paycheckcity.com/calculators](http://www.paycheckcity.com/calculators)

## Online Services and Assistance

For your convenience, various payroll-related services are provided through the intranet and internet.

**MC Square** [mcsquare.messiah.edu](http://mcsquare.messiah.edu)

Look for the "Self Service Main Menu" link in the upper left corner of the *Home* tab. There you will find the main links to both your payroll and personal information. When you have time, be sure to browse around and see what is available. You should be able to easily find your:

- Address(es)
- Phone number(s)
- Emergency contact(s)
- Tax withholdings setup
- Direct deposit account
- Pay stubs
- Job summary
- Leave Balances
- Elected benefit options
- Annual W-2 statements

You can even update some of your own records:

- Sign up for emergency text alerts
- Declare your emergency contact(s)
- Define which personal information appears in public directories

**Payroll Website** [www.messiah.edu/offices/business/payroll](http://www.messiah.edu/offices/business/payroll)

On the payroll website, you can find:

- Student Employment Handbook
- New Employee Checklist
- Tax forms
- Policy information
- Pay schedule
- Frequently Asked Questions
- Newsletters

## College Websites

Student Employment Website  
[www.messiah.edu/offices/business/payroll/students](http://www.messiah.edu/offices/business/payroll/students)

Payroll Website  
[www.messiah.edu/offices/business/payroll](http://www.messiah.edu/offices/business/payroll)

Human Resources Website  
[www.messiah.edu/offices/hr/manual](http://www.messiah.edu/offices/hr/manual)

## Privacy of Personal Information

In the online self service menu of MC Square you will be able to specify which personal information can be displayed in the employee directory. You may specify privacy for your address, phone number, picture and birthday. Once in self service, follow these steps:

- Select "Personal Information"
- Select "Directory Profile (Employee)"
- Check the box for the items which you want to be visible and uncheck the items to keep private
- Select "Submit Changes"

## Emergency Text Alerts

You may register your cell phone to receive text message alerts for crisis level emergencies from the College. While the Payroll Office will not use this system to communicate to you, we encourage you to register for this useful service. Read more about it here:

[www.messiah.edu/emergency/text\\_alert.html](http://www.messiah.edu/emergency/text_alert.html)

## Questions?

Wondering where to go for help? Here is a quick list of common types of questions you may have. This is not an exhaustive list, but should help you get better understand how we are organized here at Messiah College. The Payroll Office will also publish an annual newsletter. Special announcements will be sent via a mass email message.

### Payroll Office can help with...

► Ext. 2900 — in Old Main 109  
Email: [Payroll@messiah.edu](mailto:Payroll@messiah.edu)

- Tax withholdings changes (but not tax advice)
- Name change
- Address change
- Phone number change
- Direct deposit change
- Reporting time worked or taken off

## New Student Employee Checklist

**INSTRUCTIONS:** Please review and complete the necessary items outlined below. More information on many of these items can be found in the Student Employment Handbook and/or on the Payroll website. Questions on the items listed below should be directed to the Payroll Office.

### BY THE FIRST DAY OF WORK, DID YOU...

- Accept your job assignment(s) via the on-line job acceptance form?
- Review the Student Employment Handbook?
- Complete the payroll forms? (*NOTE: Payroll will have a station during Fall Welcome Week*)
  - I-9 Form (*IMPORTANT: Needs to be completed in person and proper ID is required at time of completion*)
  - W-4 Form
  - Residency Certification Form
  - Direct Deposit Authorization Form (*NOTE: Optional, but highly recommended*)
  - Local Service Tax Exemption Form (Optional)
- Complete the on-line (HR) Employment Forms?
- Touch base with your supervisor regarding your schedule, dress policy, etc.

### ITEMS TO BRING TO CAMPUS WITH YOU....

- Identification for completion of the I-9 Form
  - Please see the I-9 form for types of ID that are acceptable. You will need to show us one item from List A OR one item from BOTH lists B & C.
  - The most common types of ID are the: (1) passport, or (2) driver's license and social security card
  - Copies of identification documents for the I-9 Form cannot be accepted
- A voided check or verification from your bank to set up direct deposit



PAYROLL OFFICE

Student Employment

*The Payroll Office would like to extend a warm welcome to you as you join our community. We hope that you find your time here very rewarding and wish you to have a job experience that meets or exceeds your goals and expectations.*

*Please feel free to contact us with your payroll-related questions so that we can make your transition to Messiah College as seamless as possible.*

Campus Mail: PO Box 3011  
E-mail: [Payroll@messiah.edu](mailto:Payroll@messiah.edu)  
Phone: ext. 2900

Additional information and a copy of this brochure can be found on the payroll website or in the employee manual.

[www.messiah.edu/offices/business/payroll](http://www.messiah.edu/offices/business/payroll)  
[www.messiah.edu/offices/business/payroll/students](http://www.messiah.edu/offices/business/payroll/students)  
[www.messiah.edu/offices/hr/manual](http://www.messiah.edu/offices/hr/manual)

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