

PAYROLL OFFICE

Helpful Information for
Completing Payroll Forms

All new student employees are required to complete the following payroll forms via the online Onboarding system in order to assure timely and accurate payroll withholdings. Please review each of the items listed below. Additional questions may be directed to the Payroll Office at:

Address: Payroll Office, Messiah University, One University Avenue Suite 3015, Mechanicsburg, PA 17055

E-mail: Payroll@messiah.edu

Office: Old Main 109

Phone: 717-766-2511, extension 2902, 2903

Secure Upload: www.messiah.edu/upload_payroll

Fax: 888-295-9989

☐ **Form W-4 (required)**

Government website: <http://www.irs.gov>

This required form is used to calculate federal income tax withholding. The form includes optional worksheets and instructions for the employee's use only.

- **General Instructions:**

- See Form W-4 or www.irs.gov for instructions.

- **Special Instructions for Non-Resident Alien:**

See Publication 1392 for complete details. Here is a summary of some important points.

- Use the address that you will receive mail while in the United States. (This may be your Messiah University address.)
 - Step 1(c): Mark the "Single or Married Filing Separately" regardless of your actual marital status.
 - Write "NRA" in the space below question 4(c).
 - Do not claim exemption even if you meet the conditions listed on the form.

- **Tax Estimator:**

- The IRS has provided a website to help you estimate your taxes to assist with the completion of the Form W-4.

<https://www.irs.gov/individuals/tax-withholding-estimator>

- The IRS has also provide a simpler Excel spreadsheet to help you see the impact of how you answer the questions. You may download it from the Payroll Office website here:

http://www.messiah.edu/download/downloads/id/7740/Tax_Withholding_Assistant.xlsx

☐ **Residency Certification Form (Local Earned Income Tax) (required)**

Government website: <http://www.CumberlandTax.org>

This required form is used to calculate local income tax withholding. Local tax withholding is based on an employee's permanent residence.

R.C.F instructions are continued in the next column...

- **Address:**

- Non-resident Alien students → use the address that you will receive mail while in the United States. Use your street address if it is different than your mailing address.
 - All Others → use your permanent home address and not your University address. Use your street address if it is different than your mailing address.

- **Municipality, School District and County:**

- Non-Pennsylvania Residents → ignore these fields.
 - Pennsylvania Residents → complete these fields.

- **PSD Code:**

- Non-Pennsylvania Residents → enter 880000.
 - Pennsylvania Residents → enter the local tax PSD code for your school district. If you do not know it, leave the field blank and the payroll staff will complete it for you.

- **Total Resident EIT Rate:**

- Non-Pennsylvania Residents → enter 1.0%.
 - Pennsylvania Residents → enter the local tax percentage for your school district. If you do not know it, leave the field blank and the payroll staff will complete it for you.

- **Sign:**

- Sign and date the form.

☐ **Form I-9: Employment Eligibility Verification (required)**

To learn more, visit: <http://www.uscis.gov/>

This form is required by federal law to verify your identity and eligibility for employment. Persons who use fraudulent documents or employment authorization documents or documents that were lawfully issued to another person, or who make a false statement or attestation to satisfy the employment eligibility verification requirements, may be fined, or imprisoned, or both.

All student employees must complete this form **in person**, with a payroll staff member or, if instructed, with a designated supervisor in your hiring department.

Form I-9 instructions are continued on the next page...

Employees may complete the I-9 form prior to the first day of work, as long as the employee has been offered and accepted a job assignment. Section 1 of the I-9 form must be completed by no later than the first day of employment. Section 2 must be completed within **three business days** by providing documents to verify employment eligibility as listed on the back of the form. For employees working less than three days in the assignment, both Section 1 and Section 2 must be completed on the first day of employment.

If the form is not completed within three working days, the employee may not return to work until the form is completed. Employees who suspect that they will not have documentation to complete the form within the required time period should contact their supervisor to discuss a possible adjustment in the start of the work assignment. Otherwise, the employee must cease working after three days.

Based on the documents provided to verify initial employment eligibility, the need may arise for the student to re-verify employment eligibility. Re-verification would be needed upon the expiration of a List A and/or List C document that confirms work eligibility.

- **Section 1:**
 - Non-resident Alien students → use the address that you will receive mail while in the United States.
 - U.S. Citizens & Resident Alien students → use your permanent home address and not your University address.
 - If you have a translator, ask them to sign the form as well, in the appropriate box.
- **Section 2:**
 - Do not enter anything in section 2.
 - Prepare your forms of identification. Acceptable forms of identification can be found on the “List of Acceptable Documents” on the back of the form. You will need either (a) one item from List A or (b) one item from each of List B and List C.
 - Photocopies of identification cannot be accepted.
 - If you do not have the necessary forms of identification with you today, please continue with the other forms, turning them all in today. At a later date, visit the payroll office with your identification.
 - If you do have the necessary forms of identification with you today, prepare to show them to the authorized University personnel for completion.
- **Section 3:**
 - Do not enter anything in section 3.

- ☐ **Local Services Tax–Exemption Certificate** (*optional*)
Government website: <http://www.CumberlandTax.org>

The Local Services Tax is a \$52 annual tax which is withheld in equal installments over the *maximum* number of pays an employee would be eligible to receive pay in a calendar year. You may qualify to be exempt from paying the tax. The form must be submitted annually to continue exemption. See the form for more information.

- **Address:**
 - Non-resident Alien students → use the address that you will receive mail while in the United States
 - U.S. Citizens & Resident Alien students → use your permanent home address and not your University address.
- **Reason for Exemption:**
 - In the blank, indicate the number for the reason you are using to claim the exemption. Four reasons are listed right below the blank on the form.
- **List of Employers:**
 - You only need to complete this section if you are claiming an exemption for reason #1 on the front.
- **Sign:**
 - Sign and date the back of the form.

- ☐ **Direct Deposit Authorization Form** (*optional*)

Direct Deposit is optional, but is highly recommended. We can process direct deposit transfers to any U.S. bank. There are many banks neighboring the University. There is also one bank on the first floor of the Eisenhower Campus Center.

If you do wish to receive your pay through direct deposit, then, to insure accuracy, we ask that you provide proof of your account information as described on the form.

If you do not wish to receive your pay thorough direct deposit, then you will receive a paper check in campus mail.

Why choose direct deposit?

Currently, over 75% of Messiah student employees are paid via direct deposit. These students:

- ✓ will not have their check get lost in the mail
- ✓ will have immediate access to pay
- ✓ will not have a delay in receiving pay when away from campus for the summer or for breaks
- ✓ will avoid check replacement fees for lost checks.