

## Student Payroll Packet Checklist Renewal of Employment at UC

**THIS IS NOT MY FIRST JOB ON CAMPUS.** I will complete the following steps:

\_\_\_\_ Complete Student Employment Contract

- You complete Section A
- Your employer must complete Section B

\_\_\_\_ Complete Residency Certification Form (**if you address has changed**)

- Complete Section 1
- Sign and date the form
- The Business Office has listings to help you complete the "Resident PSD Code" information in Section 1.

\_\_\_\_ Complete the direct deposit authorization form (**if your banking info has changed**)

- Complete this form and attach a voided check
- If you are requesting direct deposit to your savings account, attach a form from your bank showing account and transit number of your bank.

**All of the above documentation must be turned into the Human Resources Office in order for you to get paid for your employment.**

**URSINUS COLLEGE  
STUDENT EMPLOYMENT CONTRACT**

Your first responsibility in accepting employment is to complete all the required documents. Please refer to the appropriate employment check list included with the student employment packet to assure all documentation is completed.

Return form to the Human Resources office located on the lower level of Corson Hall.

**SECTION A: STUDENT INFORMATION (Print Clearly)**

Legal Name: \_\_\_\_\_

Preferred Name: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

*The Higher Education Act of 1965, as amended (HEA), in Section 441(a) states that the purpose of the Federal Work Study (FWS) Program is to promote the part-time employment of students who are in need of earnings to pursue courses of study. As a student participating in part-time work at Ursinus College, whether FWS or otherwise, it is my understanding that the college will not permit student workers to work during scheduled class times.*

STUDENT SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

Expected Graduation Date: \_\_\_\_\_

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**SECTION B: POSITION INFORMATION (Completed By Employer)**

Position Title: \_\_\_\_\_ Hours per Week: \_\_\_\_\_

Student is (check one):

\_\_\_\_\_ New to position

\_\_\_\_\_ Returning to position

Date student is to begin work: \_\_\_\_\_ (Contract must be received by Business Office/Payroll first)

Department Charged: \_\_\_\_\_ Account Charged: \_\_\_\_\_

Hourly Rate: \$ \_\_\_\_\_

*The Higher Education Act of 1965, as amended (HEA), in Section 441(a) states that the purpose of the Federal Work Study (FWS) Program is to promote the part-time employment of students who are in need of earnings to pursue courses of study. As a student participating in part-time work at Ursinus College, whether FWS or otherwise, it is my understanding that the college will not permit student workers to work during scheduled class times.*

EMPLOYER SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only:

Dept Code: \_\_\_\_\_

PC TS

File Number: \_\_\_\_\_

Rate Code: \_\_\_\_\_



## RESIDENCY CERTIFICATION FORM

### Local Earned Income Tax Withholding

#### TO EMPLOYERS/TAXPAYERS:

This form is to be used by employers and/or taxpayers to report essential information for the collection and distribution of Local Earned Income Taxes. This form must be utilized by employers when a new employee is hired or when a current employee notifies employer of a name and/or address change.

EMPLOYEE INFORMATION - RESIDENCE LOCATION											
NAME (Last Name, First Name, Middle Initial)		SOCIAL SECURITY NUMBER									
STREET ADDRESS (No PO Box, RD or RR)		<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> </tr> </table>									
SECOND LINE OF ADDRESS											
CITY	STATE	ZIP CODE	DAYTIME PHONE NUMBER								
MUNICIPALITY (City, Borough or Township)											
COUNTY	RESIDENT PSD CODE	TOTAL RESIDENT EIT RATE									
<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> </tr> </table>						<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> </tr> </table>					

EMPLOYER INFORMATION - EMPLOYMENT LOCATION												
EMPLOYER BUSINESS NAME (Use Federal ID Name)		EMPLOYER FEIN										
Ursinus College		<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 25px;">2</td> <td style="width: 25px;">3</td> <td style="width: 25px;">1</td> <td style="width: 25px;">1</td> <td style="width: 25px;">7</td> <td style="width: 25px;">7</td> <td style="width: 25px;">9</td> <td style="width: 25px;">3</td> <td style="width: 25px;">0</td> </tr> </table>		2	3	1	1	7	7	9	3	0
2	3	1	1	7	7	9	3	0				
STREET ADDRESS WHERE ABOVE EMPLOYEE REPORTS TO WORK (No PO Box, RD or RR)												
601 E. Main Street												
SECOND LINE OF ADDRESS												
CITY	STATE	ZIP CODE	PHONE NUMBER									
Collegeville	PA	19426	610 409-3000									
MUNICIPALITY (City, Borough or Township)												
Collegeville												
COUNTY	WORK LOCATION PSD CODE	WORK LOCATION NON-RESIDENT EIT RATE										
Montgomery	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 25px;">4</td> <td style="width: 25px;">6</td> <td style="width: 25px;">1</td> <td style="width: 25px;">2</td> <td style="width: 25px;">0</td> <td style="width: 25px;">1</td> </tr> </table>	4	6	1	2	0	1	1.00%				
4	6	1	2	0	1							

CERTIFICATION	
Under penalties of perjury, I (we) declare that I (we) have examined this information, including all accompanying schedules and statements and to the best of my (our) belief, they are true, correct and complete.	
SIGNATURE OF EMPLOYEE	DATE (MM/DD/YYYY)
PHONE NUMBER	EMAIL ADDRESS

For information on obtaining the appropriate MUNICIPALITY (City, Borough, Township), PSD CODES and EIT (Earned Income Tax) RATES, please refer to the Pennsylvania Department of Community & Economic Development website:

[www.newPA.com](http://www.newPA.com)

**Ursinus College  
STUDENT PAYROLL  
DIRECT DEPOSIT AUTHORIZATION FORM**

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ (no dashes)

Direct Deposit requires full net pay to be distributed to the checking or savings account listed below.

**IMPORTANT NOTE:** You must attach a voided check or form from your bank showing your account number and transit/routing number for the bank.

Return all information to the Human Resources Office located on the lower level of Corson Hall.

**BANK ACCOUNT INFORMATION**

Financial Institution Name, Address and Phone Number:	Net Payroll will be deposited to this account:  _____ Savings _____ Checking
Bank Transit/Routing Number (9 digits):	Action to be taken:  _____ Start _____ Stop _____ Change
Account Number:	

**Authorization:**

I hereby authorize Ursinus College (the "College") to initiate direct deposit into the account and financial institution listed above. Payroll direct deposits will be made to the account listed above until I choose to terminate this agreement by submission of a new Direct Deposit Authorization form, allowing a reasonable amount of time for the College to process such a change. Furthermore, I understand that termination of employment with the College shall constitute sufficient authorization to terminate this agreement.

Should funds be erroneously deposited into my account, I authorize the College to debit my account for an amount not to exceed the amount of the deposit.

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_