Completing Your Student Employment Paperwork

Student Payroll Office
Please note:

A blue-green slide signifies the beginning of a section (i.e. how to fill out your I9 form), an orange slide signifies the end of a section (at this point, you should upload the file you have just finished filling out). This layout is intended for ease of access and to better guide students through this process.
Where to access the Fall 2021 Employment Paperwork Documents

To access the Student Payroll-Required Forms, use the link below:

Student Payroll Required Forms
Where and How to Upload files

1. Log into MySwarthmore
2. Click Personal Information
3. Scroll to the bottom and look for My Documents
To upload your documents, please select the document type you are uploading from the drop-down. Next, browse to the document you want to upload and click the Upload button.

Documents should be uploaded as follows:

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Upload To</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID &amp; Identification</td>
<td>HR ID</td>
</tr>
<tr>
<td>Student Payroll Paperwork</td>
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<tr>
<td>International Documents*</td>
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</tr>
</tbody>
</table>

*For international students only

Please wait until you get the success message "Thank you. Your file has been submitted" before trying to upload another file.

New clearances for uploading should be sent to Sandra Briggs Edwards and/or the educational studies fieldwork coordinator. If it is for an education class.
Filling out the USCIS I9 Form

File name: SWAT I9.pdf
Step One: Gather necessary documents

- The most common documentation used to validate an I9 is a valid U.S. Passport (List A) OR a Driver’s License (List B) PLUS a Social Security Card (List C).
- Please see the next slide for the other documents you may use for validation.
- Please remember that any forms you use for validation purposes must be signed and unexpired.
List of Acceptable Documents to verify your I-9

- Note that you need ONE document from List A, OR ONE document from List B AND ONE document from List C.

<table>
<thead>
<tr>
<th>LIST A</th>
<th>LIST B</th>
<th>LIST C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documents that Establish Both Identity and Employment Authorization</td>
<td>Documents that Establish Identity</td>
<td>Documents that Establish Employment Authorization</td>
</tr>
<tr>
<td>1. U.S. Passport or U.S. Passport Card</td>
<td>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td>
<td>1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</td>
</tr>
<tr>
<td>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</td>
<td>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td>
<td>2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</td>
</tr>
<tr>
<td>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</td>
<td>3. School ID card with a photograph</td>
<td>3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</td>
</tr>
<tr>
<td>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form</td>
<td>5. U.S. Military card or draft record</td>
<td>5. U.S. Citizen ID Card (Form I-197)</td>
</tr>
<tr>
<td>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</td>
<td>6. Military dependent's ID card</td>
<td>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</td>
</tr>
<tr>
<td></td>
<td>7. U.S. Coast Guard Merchant Marine Card</td>
<td>7. Employment authorization document issued by the Department of Homeland Security</td>
</tr>
<tr>
<td></td>
<td>8. Native American tribal document</td>
<td>8. Driver's license issued by a Canadian government authority</td>
</tr>
<tr>
<td></td>
<td>9. Driver's license issued by a Canadian government authority</td>
<td>9. For persons under age 18 who are unable to present a document listed above:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10. School record or report card</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11. Clinic, doctor, or hospital record</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12. Day-care or nursery school record</td>
</tr>
</tbody>
</table>
Step Two: Filling out Section 1

- After gathering the necessary forms, you can proceed to fill out the I9
- Important things to note when filling out Section 1:
  - If you have two last names, you must include both in the Family Name/Last Name section.
  - Your signature is needed in the space directly above the Preparer and/or Translator Certification sub-section.
  - If a field is not applicable to you, please mark it as “N/A”, i.e. if you do not live in an apartment, the apartment field should be marked “N/A”.

After gathering the necessary forms, you can proceed to fill out the I9.

Important things to note when filling out Section 1:

- If you have two last names, you must include both in the Family Name/Last Name section.
- Your signature is needed in the space directly above the Preparer and/or Translator Certification sub-section.
- If a field is not applicable to you, please mark it as “N/A”, i.e. if you do not live in an apartment, the apartment field should be marked “N/A”.

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

- 1. A citizen of the United States
- 2. A noncitizen national of the United States (See instructions)
- 3. A lawful permanent resident (Alien Registration Number/USCIS Number): N/A
- 4. An alien authorized to work: (expiration date, if applicable, mm/dd/yyyy): N/A

Some aliens may write "N/A" in the expiration date field. (See Instructions)

Aliens authorized to work must provide only one of the following documentation numbers to complete Form I-9:

- An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

Signature of Preparer or Translator: Today’s Date (mm/dd/yyyy)

Preparer and/or Translator Certification (check one):

- [ ] I did not use a preparer or translator.
- [ ] A preparer (and/or translator) assisted the employee in completing Section 1.

(Fields below must be completed and signed when preparer and/or translator assist employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator: Today’s Date (mm/dd/yyyy)

Last Name (Family Name): [ ]
First Name (Given Name): [ ]
Address (Street Number and Name): [ ]
City or Town: [ ]
State and ZIP Code: [ ]

Signature of Employee: [ ]
Today’s Date (mm/dd/yyyy): [ ]
Step Two: Filling out Section 1 (cont.)

- The information provided here should reflect your legal place of residence, not your college address.
- If you do not yet have a Social Security Number, please contact Student Payroll so that we can help you through the process.
- Original documents must be brought with you to campus to finalize the process.
STOP: Section 2 of the I9 form will be filled out by the Student Payroll Office
STOP: You are now ready to upload your I9 and identifying documents using the My Documents Link in MySwarthmore.

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*For international students only
Filling out the PA Residency Certification Form
Filling out the Residency Form

❖ To complete this form, have your:
  ➢ Social Security Number (last 4 digits)
  ➢ Address (use your legal residence, not the college address)

❖ Note regarding the PSD Codes:
  ➢ All students should leave the PSD code blank.

❖ Note regarding municipality and county (Pennsylvania residents ONLY):
  ➢ Municipality: In most cases this is the city in which you RESIDE, a municipality has its own government, but is an incorporated member of another city, borough or township (which forms a county). For example, if you live in King of Prussia, you RESIDE in Upper Merion Township, Montgomery County.
Filling out the Residency Form (cont.)

- Please do not forget to sign the form in the space provided.
Sign and date both Workers Compensation forms

Pages 3 and 4 of the file: Student Payroll Paperwork.pdf
Completing the Worker’s Compensation Form

- This form is in case you are injured while working as an employee for Swarthmore. This form describes how, if you are injured, you should notify your employer immediately and that you should be aware that your employer is responsible for covering medical expenses if you are injured on the job. Please ensure you read and understand this form before signing.

- Please note: only sign and date the LEFT-hand side for the employee. The Payroll Office will handle the “Employer’s Representative Signature” section.

Workers’ Compensation Information

The workers’ compensation law provides wage loss and medical benefits to employees who cannot work or who need medical care, because of a work-related injury.

Benefits are required to be paid by your employer when self insured, or through insurance provided by your employer. Your employer is required to post the name of the company responsible for paying workers’ compensation benefits at its primary place of business and at its site of employment in a prominent and easily accessible place, including, without limitation, areas used for the treatment of injured employees or for the administration of first aid.

You should report immediately any injury or work-related illness to your employer.

Your benefits could be delayed or denied if you do not notify your employer immediately.

If your claim is denied by your employer, you have the right to request a hearing before a workers’ compensation judge.

The Bureau of Workers’ Compensation cannot provide legal advice. However, you may contact the Bureau of Workers’ Compensation for additional general information at:

Bureau of Workers’ Compensation
1171 South Cameron Street, Room 103
Harrisburg, Pennsylvania 17104-1901
Telephone number within Pennsylvania (800) 462-2380
Telephone number outside of this Commonwealth (717) 772-4447
TTY (800) 362-4238 (for hearing and speech impaired only)
www.state.pa.us, PA Keyword: workers comp.

I hereby acknowledge receipt of the "WORKERS’ COMPENSATION INFORMATION" form.

<table>
<thead>
<tr>
<th>Employee Signature</th>
<th>Employer’s Representative Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
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</tr>
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</table>
Completing the Worker’s Compensation Form

Please note again that you should only sign the top line for the employee. The Payroll Office will handle the “Employer’s Representative Signature” section.
STOP: Once the Worker’s Compensation form is completed, you are now ready to upload your PDF using the My Documents Link in MySwarthmore.

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*For international students only
Filling out the Direct Deposit Form

File name: SWAT Direct Deposit.pdf
Step 1: Gather necessary materials

In order to accurately fill out a Direct Deposit form from the Swarthmore Student Payroll Office (SPO), you must first gather the following information:

- **Account Number:**
  - *NOTE: This is not your Card number.* Your Account Number can usually be found on a check, your monthly bank statement, or by contacting your bank directly.
  - **Bank Routing Number:**
  - Usually can be found by searching for your bank, but can also be found printed on your checks or by contacting your bank directly.

- **Bank Information:**
  - Name of Bank, as well as the type of account that you are placing your check into (savings vs. checking).
Step 2: Filling out the Direct Deposit Form

❖ First, determine what you would like the Direct Deposit form you are about to fill out have accomplish, such as:

➢ Setting Up a Direct Deposit Form:
  ■ This is intended for students who have never before filed a Direct Deposit Form and would like to do so.

➢ Changing a Direct Deposit:
  ■ For students who want to change their banking info, or who have previously submitted incorrect forms. If this is the case, it is important that you mark this box so that we can clear your old data and prevent any potential mix-ups.

➢ Terminate Direct Deposit:
  ■ This option allows you to delete your direct deposit information (for previously submitted forms).
Step 3: Personal Information

- Finally, we need your name, a signature, and your Student ID number (can be found on the back of your OneCard).
STOP: Once the direct deposit form is completed, you are now ready to upload your PDF using the My Documents Link in MySwarthmore.

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Final steps

- To confirm that all of your files have been uploaded successfully, please refer to the Documents on file Section.
Once the I9 and direct deposit forms have been reviewed and processed (24-48 hours after uploading) an email will be sent from studentpayroll@swarthmore.edu

Dear [Name],

Both your I9 and direct deposit have been processed. Please go into JobX and apply for a job.

Student Payroll

studentpayroll@swarthmore.edu
If you were unable to find the answer to your question in this slide show, please don’t hesitate to reach out to us at studentpayroll@swarthmore.edu.

Please also keep an eye out for emails regarding Zoom office hours to get 1 on 1 assistance with a Student Payroll Co-Director.