**Lehigh University Payroll Setup Checklist**

This checklist is designed to advise the hiring manager of the appropriate payroll forms required to pay a new employee. All forms are available on the Payroll Office website. Please send all completed forms to the Payroll Office at 306 S. New Street, Suite 464.

For all new Faculty, Staff, Students (RA, GA, TA, PA, & Fellowships), and Hourly Wage employees (student or nonstudent), please provide **all** of the following forms (*for non US citizens, within the first 3 days of the date employment begins please schedule an appointment with the Office of International Students and Scholars to complete the below employment-related forms as well as the International Tax Information Form*):

[ ]  I-9 Form: USCIS Employment Eligibility Verification

(legally required within 3 days of date employment begins)

[ ]  IRS Form W-4 Employee’s Withholding Allowance Certificate

[ ]  Act 32 (Local Tax) Residency Certification Form

[ ]  Direct Deposit Authorization Agreement (highly recommended)

[ ]  New Employee Offer Letter

and **one** of the following, as appropriate:

For Faculty, Staff, Research/Graduate/Teaching/Project Assistants, Fellowships:

[ ]  Payroll Assignment Form (PAF)

For Adjuncts:

[ ]  Adjunct Appointment Form

For Hourly Wage (student or nonstudent):

[ ]  Hourly Employee Set-up Form

For Fellowships (optional):

[ ]  Graduate Fellowship Withholding Request (US citizens and resident aliens only)

***Questions? Call the Payroll Office at extension 82900 or email inpayrol@lehigh.edu***