

LEHIGH UNIVERSITY PAYROLL OFFICE
306 S. New Street, Suite 464
Bethlehem, PA 18015
SET UP REQUIREMENTS FOR INDIVIDUALS
PAID VIA SEMI-MONTHLY AND MONTHLY PAYROLL CYCLES

When hiring a new employee, the Payroll Office requires various forms with specific signatures as outlined below. There is also noteworthy information included below the hiring categories. Please read the following to assist you with your questions when going through the hiring process and subsequent changes to employee information here at Lehigh University.

In order for an individual to be paid, the following documents are required to be on file in the Payroll Office. Please find the respective category for the new hire as the requirements may be different:

A. Faculty New Hires (including Assistant/Associate and Full Professors, Lecturers, Professors of Practice, and Visiting Professors)

1. Faculty Offer Letter signed by the Provost
2. Recommendation for Appointment signed by the Provost
3. Assignment Appointment Form signed by Dean's Office, Financial Manager/Authorized Signer, and Office of Research (only for indexes 529xxx-549999 and 590xxx-590999)
4. IRS W4 Form signed by new Employee (see below Note – Rules for Non-Resident Aliens)
5. I-9 Form signed by new Employee and Lehigh University responsible party (see below Note I-9 Forms)
6. PA Residency Certification Form signed by new Employee

B. Faculty Adjunct New Hires:

1. Faculty Offer Letter signed by the respective Dean's Office
2. Recommendation for Appointment signed by the respective Dean's Office and the Financial Manager/Authorized Signer of the associated index
3. IRS W4 Form signed by new Employee (see below Note – Rules for Non-Resident Aliens)
4. I-9 Form signed by new Employee and Lehigh University responsible party (see below Note I-9 Forms)
5. PA Residency Certification Form signed by new Employee

C. Exempt and Non-Exempt Staff New Hires:

1. Assignment Appointment Form signed by Dean if for a College, Financial Manager/Authorized Signer, and Office of Research (only for indexes 529xxx-549999 and 590xxx-590999)
2. Signed Offer Letter
3. IRS W4 Form signed by new Employee (see below Note – Rules for Non-Resident Aliens)
4. I-9 Form signed by new Employee and Lehigh University responsible party (see below Note I-9 Forms)
5. PA Residency Certification Form signed by new Employee

Note - I-9 Forms:

Employment Category	Lehigh's representatives
Nonexempt Staff	Human Resources
Exempt staff hired through Human Resources	Human Resources
All International (non-citizen)	Office of International Students & Scholars
Faculty, adjunct, visitors, students, wage, exempt staff not hired through Human Resources	Employment Coordinator in Hiring Department

Note - I-9 Forms Continued: All employees must complete a United States Citizenship and Immigration Services I-9 Form. Section 1 of the form must be completed by the employee no later than the first day of work. A Lehigh representative (see chart above) must complete the remainder of the form within three (3) business days from the hire date (first day of work for the employee). For further questions regarding the I-9 Form please view the complete Lehigh University I-9 procedures found on the Controller's Office website on the Payroll section under Procedures – see Identity and Employment Eligibility (I-9 / Everify).

Note - Rules for Non-Resident Aliens (NRA): NRAs who are authorized to work must obtain a social security number from the Social Security Administration. An application to do so can be found on the International Payroll forms section of the Controller's Office website - see Application for Social Security Number (Form SS-5)

When completing NRA W-4s, special rules regarding filing status and allowances and additional withholding apply. For specific instructions, see Nonresident Alien W-4 instructions found on the International Forms section of the Controller's Office website.

Certain NRAs may be exempt from federal withholding taxes if the United States has entered into tax treaties with their home country. To determine eligibility for treaty benefits, NRAs must complete a Tax Treaty application form, sign it and send it with a copy of the IAP66 or DS2019, I94 card, visa and passport to the Payroll Office at 524 Brodhead Avenue for processing. The Payroll Office will contact the NRA regarding treaty eligibility status.

NRAs must have permission to work in the United States. Permission is authorized incident to visa type or by obtaining an Employment Authorization Document (EAD) from the United States Citizen and Immigration Service (USCIS). The Office of International Students & Scholars should be contacted to secure entry visas and to assist individuals with obtaining EADs. NRAs will complete the I-9 form with assistance from the Office of International Students & Scholars.

Additional Pertinent Information:

Form and Instruction Locations: All of the above referenced forms can be found on the Controller's Office website on either the Payroll Forms section or the Payroll Procedures section. You can also obtain forms and instructions from the Payroll Office itself. You can reach the Payroll Office at X83150 or via e-mail at inpayrol@lehigh.edu.

Labor Distribution Changes: For all employees, the Financial Manager of the index to be charged must sign the Assignment Appointment Form to be submitted to the Payroll Office.

Exempt and non-Exempt Staff New Hires/Terminations/Salary Changes/FTE Changes: Senior management approval of new hires is provided via Human Resources hiring procedures. Therefore, Provost/Vice President signatures are not required on new or terminating staff Assignment Appointment Forms except for the Provost / Vice President Office staff and Provost/Vice President direct reports. Assignment Appointment Forms that change salary or FTE amounts outside of the annual budget process must be signed by the Provost / Vice President.

Paying a Research Assistant, Graduate Assistant, Teaching Assistant or Fellowship: In addition to the instructions listed above, please consult the link [Paying a New Graduate Assistant or Fellow \(includes sample offer letters\)](#) located in the Payroll Procedures section of the Controller's Office website for more information.

If you have any further questions please feel free to contact the Payroll Office at X83150 or via e-mail at inpayrol@lehigh.edu.