MILLERSVILLE UNIVERSITY
CHECKLIST – DOCUMENTS NEEDED FOR HR

Name ____________________________________ Date _________________

____ Employee Information Form

____ I-9 Employment Eligibility Verification Form
____ I-9 Required Original ID (Non-expired/Signed) from List A, or B and C
   DL ___________ SS Card ___________ Other _____________________

   NOTE: Original PP, DL, and SS card are to be presented to HR for authorization of
   page 2 of the I-9 form.


____ Residency Certification Form – Local Earned Income Tax Withholding Form

____ PA Background Clearance Certifications:
   ____ Act 34 - Must be completed before contract/appointment letter
   ____ Act 151 - PA Child Abuse History Clearance (Original)
   ____ Act 114 - FBI Federal Criminal History – Fingerprinting (Original)

____ Pay Option Form (20/26) - Permanent Faculty/SCUPA Employee Only

____ Worker’s Compensation Employee Notification

____ Worker’s Compensation Information

____ Statement of Citizenship and Taxation (Only if a Foreign National)

____ MU ID Authorization form/Parking Permit form - will issued once all forms have been
   completed

REMINDER: Within your first week of employment, login to Employee Self Service (ESS) and use
the My First Days link to complete your employment record including your direct deposit and
employee’s Withholding W-4 information.

Drop off original documents – (Do not fax)
   Human Resources
   20 Dilworth Road
   Dilworth Building, Room 105
   Millersville, PA  17551

Office Hours:  Monday – Friday
               8:30 am – 4:30 pm
Telephone: 717-871-4950

7/29/19