

LEHIGH UNIVERSITY PAYROLL OFFICE

524 Brodhead Avenue  
Bethlehem, PA 18015

SET UP REQUIREMENTS FOR INDIVIDUALS  
PAID VIA SEMI-MONTHLY AND MONTHLY PAYROLL CYCLES

Website: <http://www.lehigh.edu/~inctr>

This document is intended to assist hiring supervisors by:

- A. Explaining what documents are needed in order to establish a new salaried employee on the payroll system and providing contacts for assistance.
- B. Providing additional guidance for research assistants, graduate assistants, teaching assistants and fellowship recipients.

**A. When you Make the Hiring Decision:**

In order for an individual to be paid, four documents are required to be on file in the Payroll Office: 1) an Assignment/Appointment form (AAF) or a Recommendation for Appointment form; 2) a signed offer letter, signed faculty appointment letter or similar document; 3) a W-4 form (special rules apply to Non-resident aliens, see below); and 4) an I-9 form. Please consult the following chart for forms location and instructions.

Form Required	Location of Form	Location of Form Instructions	Due Date	Signatures Required	Contact for Questions
AAF or a Recommendation for Appointment Form (faculty/adjuncts)	AAF can be found on the Payroll Forms section of the Controller's Office website or from the Payroll Office	Payroll Procedures & Other Information section of the Controller's Office Web Site	See Payroll Calendars that are posted on the Controller's website	Financial Manager then Office of Research & Sponsored Programs (for indexes 529XXX-549999 and 590XXX-590999), then Dean/Director and finally the VP/Provost  All signatures must be secured before forwarding paperwork to the Payroll Office	Payroll Office at X83150 or via e-mail <a href="mailto:inpayrol@lehigh.edu">inpayrol@lehigh.edu</a>
IRS Form W-4	Payroll Forms section of the Controller's Office website or from the Payroll Office	Payroll Forms section of the Controller's Office Web Site	Within three days of employee's start date	Employee	Payroll Office at X83150 or via e-mail <a href="mailto:inpayrol@lehigh.edu">inpayrol@lehigh.edu</a>
U.S. Department of Justice Form I-9 Employment Eligibility Form	Payroll Forms section of the Controller's Office website or from the Payroll Office	Payroll Forms section and Payroll Procedures & Other Information section of the Controller's Office website	Within three days of employee's start date send the <u>original</u> I-9 to the Payroll Office	Employee and Lehigh University responsible party (see I-9 procedures on the Payroll Procedures & Other Info section of the Controller's Office website)	Payroll Office at X83150 or via e-mail <a href="mailto:inpayrol@lehigh.edu">inpayrol@lehigh.edu</a>

**VERY IMPORTANT:** It is critical that the I-9 be completed within **3 days** of the employee's start date in order to meet strict federal requirements and to ensure that paychecks are received on time.

**Special 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 Payroll forms section of the Controller's Office website (see Application for Social Security Number (Form SS-5)).

When completing their W-4, special rules regarding filing status, allowances and additional withholding apply to NRAs. For specific instructions, see Nonresident Alien W-4 instructions found on the International forms and Other information 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 along with a copy of your IAP66 or DS2019, your I94 card, your visa and your 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.

**B. Paying a Research Assistant, Graduate Assistant, Teaching Assistant or Fellowship:**

In addition to the instructions listed above, please consult the document entitled *Payroll Considerations When Paying Graduate Students* located in the Payroll Procedures section of the Controller's Office website ([http://www.lehigh.edu/~inctr/docs/paying\\_a\\_new\\_graduate\\_assistant.doc](http://www.lehigh.edu/~inctr/docs/paying_a_new_graduate_assistant.doc)) for more information.

**All Forms and Instructions can be found on Controllers Office Web Page:  
<http://www.lehigh.edu/~inctr/index.shtml> or can be obtained from the Payroll Office**