

Fiscal & Business Services Center Non- Tax Levy Entities HR and Payroll Services

Employee Payroll Action Checklist

<u>Instructions:</u> This form is intended as a guide to document the process of all payroll actions for an employee with Non-Tax Levy Entities, and will be filed in the employee's file. The form details the required payroll processing forms used for all Non-Tax Levy Entities HR and Payroll Services. Only use the portions that correspond to this employee.

Employee Name	Supervisor
Department	Title

New Employee Checklist:

Appointment Form
Employee Personnel Form
W-4 Form
IT-2104 or IT-2104E
Department of Labor (DOL) *to be signed by new hire*
ADP Direct Deposit Form
Original Social Security Card for verification purposes *must alert new hire in preparation to I-9 process*
Employment authorization documentation for Non-Resident Alien: Ex. I-20, Visa or Employment Authorization Card. *must alert new hire in preparation to I-9 process*

Rehired Employee Checklist:

Appointment Form	
Department of Labor (DOL) *to be signed by new hire*	

For	Department Use Only:
	Submit completed documents to
	FBSC
	Received W-4, no corrections
	needed
	Received IT-2104 or IT-2104E, no
	corrections needed
	Received signed DOL
	Received ADP direct deposit
	form (include bank letter or
	voided check)
	Received Employee Personnel
	form
	Zoom scheduled
	I-9 completed
	Provided health insurance
Ч	paperwork: Full-Time only
	Health forms filed with provider
Ì	
_	FBSC
	FBSC