

Are you ready to begin working on campus?

Prior to working on campus, you must complete steps 1-5 and present IDs to Human Resources. **You may not work** until you receive notification that your employment forms are complete. Steps 1 and 2 should be completed online, forms in steps 3-5 should be submitted to the Office of Human Resources when presenting IDs. The office is located at 1923 Moore St. and open to students Monday through Friday 8:30am-3:30pm during the summer.

Questions?..... contact Human Resources at HR@juniata.edu, call 814-641-3195, or visit in person during times listed above.

1. [Student Authorization for Employment \(Blue Card\)](#) (must be logged in to the Arch - only for student assistant positions paying \$7.25/hr)
2. [Local Earned Income Tax Residency Certification Form](#) (must be logged in to the Arch - use your home/permanent address and review instructions included on the form for PSD codes)
3. [Direct Deposit Form](#) – Students are required to have their pay directly deposited into a bank account of their choice within the USA. Direct Deposit bank account information should include a voided check (for checking accounts) or a deposit slip (for savings accounts), or a screen shot from online banking.
4. [W-4 Form](#) – This form instructs Payroll how to tax your wages for federal tax purposes. All employees **MUST** complete **steps one and five**. Use your permanent address, not your campus address. Complete Steps 2-4 only if they apply to you. Additional guidance [available online](#).
5. [I-9 Form](#) – This form is required to prove employee's identity and employment eligibility.
 - Instructions
 - Sign your name in the signature box and record the date you completed and signed Section 1.
 - ***As part of the I9 requirements, and for Student Employment to complete Section 2 of the Form I9, employees MUST present the necessary document(s) required to satisfy the Form I-9 for in person verification.*** You must present **either** one document from List A (i.e., Passport or Passport Card), **or** a combination of one document from List B (i.e., Driver's License, or Juniata Gold Card), **AND** one document from List C (i.e., Social Security Card, Birth Certificate). The documents you present **MUST** be the original document(s), no photos, copies, scans, or faxes. This is a federal requirement. Please review the [LIST OF ACCEPTABLE DOCUMENTS](#).
 - **Required document(s) must be brought in for verification or you are not permitted to begin working.** When presenting the document(s) for in-person verification, please bring the **ORIGINAL** document(s) to the Office of Human Resources located at 1923 Moore St.

