

Student Payroll Instructions

- ❖ **You cannot begin work until you properly complete all the hire forms.**

 - ❖ **We cannot accept photocopies of identification (IDs).** If you are not able to provide your original IDs in person at our office, you may take your original IDs and Form I-9 to a notary. The notary will view the original IDs and sign Form I-9 in Section 2 (Employer or Authorized Representative Review and Verification) and **include the notary's stamp on the form. We must receive the original notary stamped document/signature in the mail.**

 - ❖ You will need to complete the new hire forms (see link below).
- http://www.calu.edu/faculty-staff/administration/payroll/_files/student-payroll-form.pdf
- ❖ Below is a link the Form I-9 instructions. A list of acceptable identification is included in the instructions.

http://www.calu.edu/faculty-staff/administration/payroll/_files/i-9.pdf

- ❖ Once the Payroll office processes your new hire paperwork, you will receive an email with your Username for the Employee Self-Service (ESS) system. This will allow you to view your payroll information online.

<https://portal.passhe.edu/irj/portal>