

Payroll and Work Policies

Staff members that begin the start of a semester:

1. Complete the top portion of the Payroll Requisition Form with Full Name, address, Social Security Number at the first meeting of the semester. – This must be done each year for all staff members, but not each semester if one has already been completed for the current school year.
2. Go to Human Resources on the bottom floor of the Administration building by the Friday after the first meeting to complete payroll paperwork – W4 and I9. Must be completed by all staff members who have not worked for the university previously.
3. Must fill out all information for the staff database. A sheet will be passed around at the first meeting. Name, email address, all available phone numbers, dorm number if you live on campus.

Staff Members that begin during the semester:

1. Complete the top portion of the Payroll Requisition Form with Full Name, address, Social Security Number. – This must be done each year for all staff members, but not each semester if one has already been completed for the current school year. Two options for completion of this form are: a) Send the above information via email to Business Manager or Managing Editor, b) Fill out the top portion of the form found in the Human Resources office or the Rambler office and leave on or under the advertising office door for the business manager to complete and turn in.
2. Go to Human Resources on the bottom floor of the Administration building, as soon as you have been authorized to work for the Rambler by the Editor in Chief, to complete payroll paperwork – W4 and I9. Must be completed by all staff members who have not worked for the university previously.
3. Email the Business Manager and Managing Editor with the following information as soon as you have been authorized to work for the Rambler by the Editor in Chief: Name, Email Address, all available phone numbers, dorm number if you live on campus.