



# Elizabethtown College

## *New Employee Checklist*

Human Resources  
One Alpha Drive (Myer Residence Hall)  
Elizabethtown, PA 17022  
(P) 717-361-1406  
(F) 717-361-1333

[www.etown.edu/hr](http://www.etown.edu/hr)

As an equal opportunity employer, Elizabethtown College is seeking candidates who will enhance the diversity of its faculty, staff, and administration. Reasonable accommodations are provided to persons with disabilities. Should you feel you have any need for accommodation, please contact the Human Resources Office.

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Directions: This checklist is designed to assist you with information on the forms that you will need to complete as well as documents you will need to bring with you when you meet with Human Resources.

### **Please complete the following forms:**

- Certificate of Residency
- Direct Deposit Authorization
- W-4, Employee's Withholding Allowance Certificate
- LST Exemption Certificate
- E Pay Opt In
- Emergency Contact Information
- I-9, Employment Eligibility Verification
- Network Access Request Form
- Photo Release
- Signature Authorization Form
- Worker's Compensation Form

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### **Please make sure you bring the following documents:**

- Voided check or bank account number and routing numbers for your Direct Deposit Authorization Form
- Copy of most recent paystub for LST Exemption Certificate
- Original identification for your I-9 (Refer to I-9 form for list of acceptable documents)
- Vehicle information for parking permit (year, make, model, and license plate number)
- Dependent information for enrolling dependents/spouse in benefits (SS#, birthdate)