



Elizabethtown College

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

www.etown.edu/hr

New Employee Checklist

Welcome to Elizabethtown College!

Directions: The checklist below indicates all of the onboarding paperwork which needs to be completed and uploaded per the instructions as indicated in the welcome email.

Should you have any questions regarding the forms, please contact Lori Bomboy, Employment Manager at (717) 361-1118 or bomboy1@etown.edu for assistance.

- **Certificate of Residency**
- **Direct Deposit Authorization** (leave ID # blank)
- **W-4 Employee's Withholding Allowance Certificate**
- **Local Service Tax Exemption Certificate**
(This is a \$52 per year tax; if you have an exemption indicate on form or currently have a primary employer you will be exempt from the College deducting this from your pay)
- **E-Pay Opt In**
- **Emergency Contact Information**
- **I-9, Employment Eligibility Verification –Complete Section 1 only**
(please attach acceptable documents (per List A-B-C); Original documents, per US Citizenship and Immigration Services, will need to be presented and verified by HR when campus is officially re-opened)
- **Network Access Request Form** (leave ID# blank)
- **Photo Release**
- **Signature Authorization Form**
- **Worker's Compensation Form**
- **Employee Handbook Form**

If available, please also upload:

- **ACT 153 clearances** (PA Child Abuse, PA State Police & FBI) if completed within the past 5 years.