



# Elizabethtown College

Human Resources  
One Alpha Drive (Myer Residence Hall)  
Elizabethtown, PA 17022  
(P) 717-361-1406  
[www.etown.edu/hr](http://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 [bomboyl@etown.edu](mailto:bomboyl@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** – Please complete this form regardless of exemption. (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)
- **Photo Release**
- **Signature Authorization Form**
- **Worker's Compensation Form**
- **Employee Handbook Form**

\*\*Please also **upload a copy of your vaccination card** if vaccinated. If you are not vaccinated you will be tested randomly throughout the semester and a Daily Digital Health Report will also need to be completed.

If available, please also upload:

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

