
INSTRUCTIONS FOR COMPLETION OF ALL NECESSARY FORMS

1. OFFER LETTER
 - Please return a signed copy of your offer letter confirming your acceptance of our offer of employment to the Office of Human Resources. Keep the 2nd copy of the offer letter for your records.
2. EMPLOYMENT APPLICATION
 - Sign and complete this form writing See CV for questions covered on your submitted resume.
3. EMPLOYEE PERSONAL INFORMATION FORM
 - This form is used to collect personal information that is necessary to set up your employee record in the HR/Payroll systems. Please complete and return to Human Resources for processing.
 - Be sure to fill out the form associated with your employment status: full or part-time.
4. EMPLOYMENT INQUIRY RELEASE FORM
 - Fill out this form if your position at Moravian College falls in music faculty and staff involved with camps and community lessons, coaches and all staff involved with camps, admission recruiting staff, financial aid staff who attend college fairs, and/or all full-time faculty.
 - The purpose of this form is to allow Moravian College to submit the information contained in the form to CBY Systems, Inc. in order to complete the background checks required by ACT 153 of 2014.
5. FORM W-4 EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE
 - This form establishes or changes your Federal tax withholding allowances. Please complete and return to Human Resources for processing.
6. EARNED LOCAL INCOME TAX Residency Certification Form
 - This form designates your local taxing authority. Please complete and return to Human Resources for processing.
7. NEW JERSEY STATE TAX FORM
 - Fill out this form if your state of residence is New Jersey.
8. LOCAL SERVICES TAX (LST) EXEMPTION CERTIFICATE
 - You may qualify for exemption from the LST tax. Complete and return this form with the supporting documentation to avoid paying duplication of this tax.
9. DIRECT DEPOSIT
 - This form authorizes Moravian College to deposit your biweekly pay check in your personal checking or savings account. Direct deposit is mandatory for all new employees hired after Feb 4, 2011. Please attach a voided check from your checking account or provide your bank's routing number. Return to Human Resources for processing. **The first payroll cycle will establish your direct deposit and you will receive a printed check – keep this paystub for future reference.** The second payroll will be processed as direct deposit into your bank account. You will need to set up a user account with AD Computer to view your payroll details (see attached ESS-Employee Self Service details to view/print payroll info)
10. U.S. DEPARTMENT OF JUSTICE, IMMIGRATION AND NATURALIZATION SERVICE; EMPLOYMENT ELIGIBILITY (FORM I-9)
 - This form has two purposes: to establish identity and employment eligibility. Once the form is completed, along with the presentation of your specific acceptable documents, Moravian College can prove to the Department of Justice that you are legally able to work within the United States.

Review the list of acceptable documents on the back side of the Form I-9.

- You may provide Human Resources with either one document from list A, which would establish both your identity and employment eligibility.
 - You may provide Human Resources with one document from list B, which establishes your identity only, and one document from list C, which establishes your employment eligibility only.
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Moravian College is required by law to complete these forms at your initial point of hire. Please be advised that the processing of your pay will be held until you can provide the necessary documentation to complete your payroll forms. Please complete, sign and date and return to Human Resources for processing.