

New Adjunct Faculty Payroll Initiation & State of Maryland Requirements

I. Payroll Initiation Requirements:

Completion of all of the applicable documents listed below is required before an employee's 1st day of employment and before initiation of the Payroll System can begin. Initiation onto the Payroll System takes the State of Maryland approximately six weeks and this must be completed before a first paycheck is issued.

NOTE: Documents must be presented and/or completed in person at the Office of Human Resources prior to the first day of employment.

A Human Resource Associate will contact you to schedule an appointment.

After the Office of Human Resources contacts you to schedule an appointment:

Complete in person, at the Office of Human Resources

Address:

Office of Human Resources
1st Floor of the Administration Building
7720 York Road
Towson, MD 21252 (Corner of York Road and Cross Campus Drive)

All Newly Appointed Faculty:

1. ***Employment Eligibility Verification (I-9)*** – The I-9 document, instructions, and list of accepted verification documents may be viewed at web site: <http://www.uscis.gov/files/form/i-9.pdf>
2. ***Employee Withholding Allowance Certificate (W-4)***
3. ***State of Maryland Payroll Direct Deposit Authorization***

Please direct questions to the Office of Human Resources, 410-704-6019.

Foreign Nationals who are authorized to work:

Contact the NRA Tax Office at 410-704-5269 or nratax@towson.edu

IMPORTANT:

Bring a copy of your contract and the original verification documents for completion of the I-9 document.