Virginia
Student Employment
Payroll Packet

Special Instructions

1. You will fill out the Form I-9 in Career Engagement when you come in with the rest of your packet complete.

2. When completing the W-4 Form, use your home address and only fill out line 5 OR 7, not both.

3. You must complete two copies of the PA Employee’s Nonwithholding Application Certificate (Form REV-419 EX)

7/16/2019
Student Confidentiality Agreement

I understand that during my employment with Gettysburg College, I may have access to confidential information regarding students, employees and/or the business of the College. I understand that I have a duty to maintain the confidentiality of all such information and I agree to uphold this obligation. I understand that this duty includes a duty not to share any such information with any unauthorized third persons, and I agree to uphold this obligation, as well.

I understand and agree that if I share any such confidential information in violation of this policy or the law, my employment with Gettysburg College will be terminated. I understand further that this obligation of confidentiality survives my employment with the College.

____________________________
Print Name & Student ID Number

____________________________
Anticipated Graduation Date

____________________________  ________________
Signature                      Date
NOTICE OF RIGHTS AND DUTIES

Pennsylvania law requires employers to notify employees of their rights and duties regarding medical services provided under the Workers' Compensation Law (the Act). This notice will provide you a summary of the applicable provisions of the Act:

- Your employer has established a medical panel, which includes at least six designated health care providers, no more than four of whom are coordinated care organizations and no fewer than three of whom are physicians. The employer has not included on this list a physician or health care provider who is employed, owned or controlled by the employer or the employer's insurer unless employment, ownership or control is disclosed on the list.

- You have a duty to obtain treatment for work-related injuries and illnesses from one or more of the designated health care providers for 90 days from the date of the first visit to a designated provider.

- You have the right to seek treatment or medical consultation from a non-designated provider during the 90-day period, but these services shall be at your expense for the applicable 90 days.

- You have the right to have all reasonable medical supplies and treatment related to the injury paid for by your employer as long as treatment is obtained from the designated provider during the 90-day period.

- You have the right, during this 90-day period, to switch from one health care provider on the list to another health care provider on the list, and that all treatment shall be paid for by your employer.

- You have the right to seek treatment from a referral provider if a designated provider refers you, and your employer shall pay for treatment rendered by the referral provider.

- You have the right to seek emergency medical treatment from any provider, but subsequent non-emergency treatment shall be by a designated provider for the remainder of the 90-day period.

- You have a right to seek treatment from any health care provider after the 90-day period has ended, and that treatment shall be paid for by your employer, if it is reasonable and necessary.

- After ninety (90) days from the date of first treatment, you have a duty to notify your employer of treatment by a non-designated provider within 5 days of the first visit to that provider. Your employer may not be required to pay for treatment rendered by the non-designated provider prior to receiving this notification. However, your employer shall pay for these services once notified, unless the treatment is found unreasonable by a utilization review organization.

- You have the right to seek an additional opinion from any health care provider of your choice when a designated provider prescribes invasive surgery for you. If the additional opinion differs from the opinion of the designated provider and the additional opinion provides a specific and detailed course of treatment, you shall determine which course of treatment to follow. If you opt to follow the course of treatment outlined by the additional opinion, the treatment shall be performed by one of the health care providers on your employer's designated list for 90 days from the date of the first visit to the provider of the additional opinion.

ACKNOWLEDGEMENT OF RIGHTS AND DUTIES

I hereby acknowledge that my employer has provided me with a copy of this "Notice of Rights and Duties". I have been informed of and I understand my rights and duties pertaining to medical treatment for work-related injuries thereunder. This notice was presented to me at (check one):

☐ Time of hire or orientation
☐ Immediately after the injury, or as soon thereafter as possible
☐ Other: __________________________

________________________________________  __________________________
Employee Signature                        Date

________________________________________  __________________________
Employer Representative                    Date
WORKER’S COMPENSATION INFORMATION

To all employees:

The workers’ compensation law provides wage loss and medical benefits to employees who cannot work, or who need medical care, because of a work-related injury.

Benefits are required to be paid by your employer when self-insured, or through insurance provided by your employer. Your employer is required to post the name of the company responsible for paying workers’ compensation benefits at its primary place of business and at its sites of employment in a prominent and easily accessible place, including, without limitation, areas used for the treatment of injured employees or for the administration of first aid.

You should report immediately any injury or work-related illness to your employer.

Your benefits could be delayed or denied if you do not notify your employer immediately.

If your claim is denied by your employer, you have the right to request a hearing before a Workers’ Compensation Judge.

The Bureau of Workers’ Compensation cannot provide legal advice. However, you may contact the Bureau of Workers’ Compensation for additional general information at:

Bureau of Workers’ Compensation
1171 South Cameron Street, Room 103
Harrisburg, Pennsylvania 17104-2501
Telephone No. within Pennsylvania: 800-482-2383
Telephone No. outside of this Commonwealth: 717-772-4447
TTY-800-362-4228 (for hearing and speech impaired only);
www.state.pa.us, Pa keyword: workers’ comp.

Also attached to this sheet is a complete list of panel physicians and medical providers for your reference.

I, ____________________________________________, employee of Gettysburg College (employer), certify that I have been provided with, read and understood the information set forth above consistent with the requirements of the Pennsylvania Workers’ Compensation Act.

Date: ________________________________

signature
NOTICE TO EMPLOYEES

IN ACCORDANCE WITH THE PENNSYLVANIA WORKERS' COMPENSATION ACT, YOUR EMPLOYER, Gettysburg College IS PROVIDING THE FOLLOWING PANEL OF PHYSICIANS TO TREAT INJURED WORKERS. YOUR EMPLOYER’S THIRD PARTY ADMINISTRATOR (TPA) IS

RCM&D Self-Insured Services Company, Inc.
P. O. Box 42737
Baltimore, MD 21283
1-866-288-9290

IN CASE OF WORK-RELATED INJURY

1. If you suffer a work-related injury, your employer or its insurance company must pay for reasonable surgical and medical services and supplies, hospital treatment, orthopedic appliances and prostheses, including training in their use.

2. In order to insure that your medical treatment will be paid by your employer or the insurance company, you must select from one of the licensed physicians or practitioners of the healing arts listed below:

<table>
<thead>
<tr>
<th>SPECIALTY</th>
<th>PROVIDER NAME &amp; ADDRESS</th>
<th>LOCATION</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Occupational Medicine</td>
<td>Gettysburg WellSpan Occupational Health</td>
<td>Gettysburg, PA</td>
<td>717-339-2880</td>
</tr>
<tr>
<td></td>
<td>455 S. Washington Street, Suite 12</td>
<td></td>
<td>717-334-3921 (Fax)</td>
</tr>
<tr>
<td></td>
<td>Gettysburg Family Practice</td>
<td>Gettysburg, PA</td>
<td>717-334-2183</td>
</tr>
<tr>
<td></td>
<td>524 S. Washington Street</td>
<td></td>
<td>717-337-5246 (Fax)</td>
</tr>
<tr>
<td></td>
<td>Hanover WellSpan Occupational Health</td>
<td>Hanover, PA</td>
<td>717-851-7070</td>
</tr>
<tr>
<td></td>
<td>1150 Carlisle Street, Suite 21</td>
<td></td>
<td>717-630-0982 (Fax)</td>
</tr>
<tr>
<td></td>
<td>Hanover, PA 17331</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical/Occupational Therapy</td>
<td>Adams County Physical Therapy</td>
<td>Hanover, PA</td>
<td>717-646-8104</td>
</tr>
<tr>
<td></td>
<td>110 W. Eisenhower Drive, Suite E</td>
<td></td>
<td>717-646-8104 (Fax)</td>
</tr>
<tr>
<td></td>
<td>Hanover, PA 17331</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Gentile OT/Hand Clinic</td>
<td>Hanover, PA</td>
<td>717-646-0440</td>
</tr>
<tr>
<td></td>
<td>1010 Eichelberger Street, Suite 5</td>
<td></td>
<td>717-646-0444 (Fax)</td>
</tr>
<tr>
<td></td>
<td>Hanover, PA 17331</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>WellSpan Rehabilitation</td>
<td>Gettysburg, PA</td>
<td>717-339-2500</td>
</tr>
<tr>
<td></td>
<td>16-C Deatrick Drive</td>
<td></td>
<td>717-337-2937 (Fax)</td>
</tr>
<tr>
<td></td>
<td>40 V-Twin Drive, Suite 101</td>
<td>Gettysburg, PA</td>
<td>717-339-2620</td>
</tr>
<tr>
<td></td>
<td>17325</td>
<td></td>
<td>717-339-2621 (Fax)</td>
</tr>
<tr>
<td>Orthopedic</td>
<td>Wellspan Orthopedics- Hanover</td>
<td>Hanover, PA</td>
<td>717-812-7559</td>
</tr>
<tr>
<td></td>
<td>207 Blooming Grove Road</td>
<td></td>
<td>717-632-2422 (Fax)</td>
</tr>
<tr>
<td></td>
<td>Hanover, PA 17331</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>WellSpan Orthopedics</td>
<td>Gettysburg, PA</td>
<td>717-339-2500</td>
</tr>
<tr>
<td></td>
<td>18 Deatrick Drive</td>
<td></td>
<td>717-339-2501 (Fax)</td>
</tr>
<tr>
<td>SPECIALTY</td>
<td>PROVIDER NAME &amp; ADDRESS</td>
<td>LOCATION</td>
<td>PHONE</td>
</tr>
<tr>
<td>--------------</td>
<td>-----------------------------------------------</td>
<td>-------------</td>
<td>------------------------</td>
</tr>
</tbody>
</table>
| Orthopedic (cont’d) | OSS Health Gettysburg  
20 Expedition Trail, Suite 110-B  
Gettysburg, PA 17325  
OSS Health Hanover  
470 Eisenhower Drive  
Hanover, PA 17331 | Gettysburg, PA  
Hanover, PA | 717-848-4800  
717-741-9836 (Fax)  
717-848-4800  
717-741-9836 (Fax) |
| Chiropractor  | Gettysburg Chiropractic Center  
1080A Chambersburg Road  
Gettysburg, PA 17325  
Adams County Chiropractic  
775 Old Harrisburg Road  
Gettysburg, PA 17325  
Morenstem Chiropractic  
1180 Hanover Road  
Gettysburg, PA 17325 | Gettysburg, PA  
Gettysburg, PA  
Gettysburg, PA | 717-334-5566  
717-337-1190  
717-337-1759 (Fax)  
717-338-2056  
717-432-7500 (Fax) |
| Ophthalmology | Schein Ernst Mishra Eye  
506 W. Middle Street  
Gettysburg, PA 17325 | Gettysburg, PA | 717-334-5313  
717-334-6633 (Fax) |
| Surgeon       | Gettysburg Surgical Assoc-WellSpan  
450 W. Washington Street, Suite C  
Gettysburg, PA 17325 | Gettysburg, PA | 717-339-3110  
717-339-3108 (Fax) |
| Imaging       | Adams Diagnostic Imaging  
20 Expedition Tri. Suite 102  
Gettysburg, PA | Gettysburg, PA | 717-337-5991  
171-337-5995 (Fax) |

In the event of an emergency, please go to the hospital for treatment.
Gettysburg Hospital  
147 Gettys Street  
Gettysburg, PA 17325  
717-334-2121

3. You must continue to visit one of these persons listed above if you need treatment, for ninety (90) days from the date of your first visit.

4. After this ninety (90) day period, if you still need treatment and your employer has provided a list as set forth above, you may choose to go to another licensed physician or practitioner of the healing arts for treatment. Your bills will be paid for IF:
   a. You notify your employer in writing of this action or choice within five (5) days of your visit.
   b. Your licensed physician or practitioner of the healing arts files reports as required. These reports must be filed within ten (10) days after your first visit and at least once a month for as long as treatment continues.

5. If no list is provided as above (No. 2), you may go to a licensed physician or practitioner of the healing arts of your choice.

6. If one of the persons listed above refers you to another licensed specialist, your employer or his insurer will pay the bill for these services.

7. If you are faced with a medical emergency, you may secure assistance from a hospital or physician or practitioner of the healing arts of your choice.

ALL INJURIES, NO MATTER HOW MINOR, SHOULD BE REPORTED IMMEDIATELY TO YOUR SUPERVISOR, AND TO HUMAN RESOURCES AT 717-337-6202.
Frequently Asked Questions About I-9 Compliance

What is required to verify work authorization?

The basic requirement to verify work authorization is the Form I-9. This form is available on the HR website: http://www.fit.edu/hr/documents/Forms/I-9.pdf. The back of the form lists the types of documents that a new hire must provide to verify his or her identity and that he or she is authorized to work in the United States. The purpose of the I-9 form is to verify identity and authorization to work in the United States.

What are the current civil penalties?

- Violations of I-9 requirements: fines range from $110 - $1,100 per I-9.
- Knowingly hiring or continuing to employ: fines range from $375 - $3,200 per alien
- Pattern or practice: $3,300 - $11,000
- Debarment from government contracts for "knowingly employing an unauthorized worker"
- Criminal penalties: fines and/or imprisonment

What are the basic Form I-9 requirements?

- Employers must complete for every new hire after November 6, 1986.
- Employers may not knowingly hire or continue to employ a person who is not authorized to work in the United States. "Knowingly means "actual knowledge" or "constructive knowledge."
- Physical presence of the employee is required.
- Must see original documents, not copies. However will accept a certified copy of birth certificate.
- Attach photocopies of documents to I-9.

No exception for temporary or part-time employment.

Who should fill out Form I-9?

- Form I-9 must be completed for all new hires, including temporary or part-time employment
- Form I-9 must be completed for all employees working in the U.S. even if on payroll abroad
- Form I-9 is not required for independent contractors
- Form I-9 is not required for pre-11/07/86 hires (grandfathered employees)
- Form I-9 is not required for employees working outside the U.S. or outside its territories

How should Form I-9 be completed?

- Physical presence of employee is required (Someone has to see person and his/her documents)
- Must see original documents, not copies. However, will accept a certified copy of birth certificate.
- Attach photocopies of documents
- No exception for temporary or part-time employment
LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

<table>
<thead>
<tr>
<th>LIST A</th>
<th>LIST B</th>
<th>LIST C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documents that Establish Both Identity and Employment Authorization</td>
<td>Documents that Establish Identity</td>
<td>Documents that Establish Employment Authorization</td>
</tr>
<tr>
<td>1. U.S. Passport or U.S. Passport Card</td>
<td>1. Driver’s license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td>
<td>1. A Social Security Account Number card, unless the card includes one of the following restrictions:</td>
</tr>
<tr>
<td>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</td>
<td>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td>
<td>(1) NOT VALID FOR EMPLOYMENT</td>
</tr>
<tr>
<td>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</td>
<td>3. School ID card with a photograph</td>
<td>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</td>
</tr>
<tr>
<td>4. Employment Authorization Document that contains a photograph (Form I-768)</td>
<td>4. Voter’s registration card</td>
<td>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</td>
</tr>
<tr>
<td>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:</td>
<td>5. U.S. Military card or draft record</td>
<td>2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</td>
</tr>
<tr>
<td>a. Foreign passport; and</td>
<td>6. Military dependent’s ID card</td>
<td>3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</td>
</tr>
<tr>
<td>b. Form I-94 or Form I-94A that has the following:</td>
<td>7. U.S. Coast Guard Merchant Mariner Card</td>
<td>4. Native American tribal document</td>
</tr>
<tr>
<td>(1) The same name as the passport; and</td>
<td>8. Native American tribal document</td>
<td>5. U.S. Citizen ID Card (Form I-197)</td>
</tr>
<tr>
<td>(2) An endorsement of the alien’s nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</td>
<td>9. Driver’s license issued by a Canadian government authority</td>
<td>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</td>
</tr>
<tr>
<td>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</td>
<td>For persons under age 18 who are unable to present a document listed above:</td>
<td>7. Employment authorization document issued by the Department of Homeland Security</td>
</tr>
<tr>
<td></td>
<td>10. School record or report card</td>
<td></td>
</tr>
<tr>
<td></td>
<td>11. Clinic, doctor, or hospital record</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12. Day-care or nursery school record</td>
<td></td>
</tr>
</tbody>
</table>

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.
Form W-4 (2019)

Future developments. For the latest information about any future developments related to Form W-4, such as legislation enacted after it was published, go to www.irs.gov/FormW4.

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. You may claim exemption from withholding for 2019 if both of the following apply:
• For 2018 you had a right to a refund of all federal income tax withheld because you had no tax liability, and
• For 2019 you expect a refund of all federal income tax withheld because you expect to have no tax liability.

If you're exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2019 expires February 17, 2020. See Pub. 505, Tax Withholding and Estimated Tax, to learn more about whether you qualify for exemption from withholding.

General Instructions
If you aren't exempt, follow the rest of these instructions to determine the number of withholding allowances you should claim for withholding for 2019 and any additional amount of tax to have withheld. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

You can also use the calculator at www.irs.gov/W4App to determine your tax withholding more accurately. Consider using this calculator if you have a more complicated tax situation, such as if you have a working spouse, more than one job, or a large amount of nonwage income not subject to withholding outside of your job. After your Form W-4 takes effect, you can also use this calculator to see how much tax you're having withheld compares to your projected total tax for 2019. If you use the calculator, you don't need to complete any of the worksheets for Form W-4.

Specific Instructions

Personal Allowances Worksheet
Complete this worksheet on page 3 first to determine the number of withholding allowances to claim.

Line C. Head of household please note:
Generally, you may claim head of household filing status on your tax return only if you're unmarried and pay more than 50% of the costs of keeping up a home for yourself and a qualifying individual. See Pub. 501 for more information about filing status.

Line E. Child tax credit. When you file your tax return, you may be eligible to claim a child tax credit for each of your eligible children. To qualify, the child must be under age 17 as of December 31, must be your dependent who lives with you for more than half the year, and must have a valid social security number. To learn more about this credit, see Pub. 972, Child Tax Credit. To reduce the tax withheld from your pay by taking this credit into account, follow the instructions on line E of the worksheet. On the worksheet you will be asked about your total income. For this purpose, total income includes all of your wages and other income, including income earned by a spouse if you are filing a joint return.

Line F. Credit for other dependents. When you file your tax return, you may be eligible to claim a credit for other dependents whom a child tax credit can't be claimed, such as a qualifying child who doesn't meet the age or social security number requirement for the child tax credit, or a qualifying relative. To learn more about this credit, see Pub. 972. To reduce the tax withheld from your pay by taking this credit into account, follow the instructions on line F of the worksheet. On the worksheet, you will be asked about your total income. For this purpose, total income includes all of your wages and other income, including income earned by a spouse if you are filing a joint return.

Separate here and give Form W-4 to your employer. Keep the worksheet(s) for your records.

---

**Employee's Withholding Allowance Certificate**

<table>
<thead>
<tr>
<th>Form</th>
<th>Department of the Treasury Internal Revenue Service</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>W-4</strong></td>
<td>Whether you're entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1</th>
<th>Your first name and middle initial</th>
<th>2</th>
<th>Your social security number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>2019</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3</th>
<th>Single</th>
<th>Married</th>
<th>Married, but withheld at higher Single rate.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Note: If married filing separately, check &quot;Married, but withheld at higher Single rate.&quot;</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4</th>
<th>If your last name differs from that shown on your social security card, check here. You must call 800-772-1213 for a replacement card.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5</th>
<th>Total number of allowances you're claiming (from the applicable worksheet on the following pages)</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6</th>
<th>Additional amount, if any, you want withheld from each paycheck</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6 $</td>
</tr>
</tbody>
</table>

| 7 | I claim exemption from withholding for 2019, and I certify that I meet both of the following conditions for exemption. |
|---|-----------------------------------------------------------------------------------------------------------------
| | • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and
| | • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. |
| | If you meet both conditions, write "Exempt" here. |

Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.

**Employee's signature**

[Signature]

**Date**

8 Employer's name and address (Employer: Complete boxes 8 and 10 if sending to IRS and complete boxes 6, 9, and 10 if sending to State Directory of New Hires.)

<table>
<thead>
<tr>
<th>9</th>
<th>First date of employment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>23-1352641</td>
</tr>
</tbody>
</table>

Gettysburg College, 300 North Washington Street, Gettysburg PA 17325 23-1352641

For Privacy Act and Paperwork Reduction Act Notice, see page 4.

Cat. No. 10220Q Form W-4 (2019)
income includes all of your wages and other income, including income earned by a spouse if you are filing a joint return.

**Line G. Other credits.** You may be able to reduce the tax withheld from your paycheck if you expect to claim other tax credits, such as tax credits for education (see Pub. 970). If you do so, your paycheck will be larger, but the amount of any refund that you receive when you file your tax return will be smaller. Follow the instructions for Worksheet 1-6 in Pub. 505 if you want to reduce your withholding to take these credits into account. Enter "-0-" on lines E and F if you use Worksheet 1-6.

**Deductions, Adjustments, and Additional Income Worksheet**

Complete this worksheet to determine if you're able to reduce the tax withheld from your paycheck to account for your itemized deductions and other adjustments to income, such as IRA contributions. If you do so, your refund at the end of the year will be smaller, but your paycheck will be larger. You're not required to complete this worksheet or reduce your withholding if you don't wish to do so.

You can also use this worksheet to figure out how much to increase the tax withheld from your paycheck if you have a large amount of nonwage income not subject to withholding, such as interest or dividends.

Another option is to take these items into account and make your withholding more accurate by using the calculator at www.irs.gov/W4App. If you use the calculator, you don't need to complete any of the worksheets for Form W-4.

**Two-Earners/Multiple Jobs Worksheet**

Complete this worksheet if you have more than one job at a time or are married filing jointly and have a working spouse. If you don't complete this worksheet, you might have too little tax withheld. If so, you will owe tax when you file your tax return and might be subject to a penalty.

Figure the total number of allowances you're entitled to claim and any additional amount of tax to withhold on all jobs using worksheets from only one Form W-4. Claim all allowances on the W-4 that you or your spouse file for the highest paying job in your family and claim zero allowances on Forms W-4 filed for all other jobs. For example, if you earn $60,000 per year and your spouse earns $20,000, you should complete the worksheets to determine what to enter on lines 5 and 6 of your Form W-4, and your spouse should enter zero ("-0-") on lines 5 and 6 of his or her Form W-4. See Pub. 505 for details.

Another option is to use the calculator at www.irs.gov/W4App to make your withholding more accurate.

**Tip:** If you have a working spouse and your incomes are similar, you can check the "Married, but withhold at higher Single rate" box instead of using this worksheet. If you choose this option, then each spouse should fill out the Personal Allowances Worksheet and check the "Married, but withhold at higher Single rate" box on Form W-4, but only one spouse should claim any allowances for credits or fill out the Deductions, Adjustments, and Additional Income Worksheet.

**Instructions for Employer**

Employees, do not complete box 8, 9, or 10. Your employer will complete these boxes if necessary.

**New hire reporting.** Employers are required by law to report new employees to a designated State Directory of New Hires. Employers may use Form W-4, boxes 8, 9, and 10 to comply with the new hire reporting requirement for a newly hired employee. A newly hired employee is an employee who hasn't previously been employed by the employer, or who was previously employed by the employer but has been separated from such prior employment for at least 60 consecutive days. Employers should contact the appropriate State Directory of New Hires to find out how to submit a copy of the completed Form W-4. For information and links to each designated State Directory of New Hires (including for U.S. territories), go to www.acf.hhs.gov/icss/employers.

If an employer is sending a copy of Form W-4 to a designated State Directory of New Hires to comply with the new hire reporting requirement for a newly hired employee, complete boxes 8, 9, and 10 as follows.

**Box 8.** Enter the employer's name and address. If the employer is sending a copy of this form to a State Directory of New Hires, enter the address where child support agencies should send income withholding orders.

**Box 9.** If the employer is sending a copy of this form to a State Directory of New Hires, enter the employee's first date of employment, which is the date services for payment were first performed by the employee. If the employer rehired the employee after the employee had been separated from the employer's service for at least 60 days, enter the rehire date.

**Box 10.** Enter the employer’s employer identification number (EIN).
| **A** Enter "1" for yourself                                                                 | A   |
| **B** Enter "1" if you will file as married filing jointly                                  | B   |
| **C** Enter "1" if you will file as head of household                                      | C   |
| **D** Enter "1" if:                                                                         | D   |
| • You're single, or married filing separately, and have only one job; or                   |     |
| • You're married filing jointly, have only one job, and your spouse doesn't work; or       |     |
| • Your wages from a second job or your spouse's wages (or the total of both) are $1,500 or less. |     |
| **E** Child tax credit. See Pub. 972, Child Tax Credit, for more information.              | E   |
| • If your total income will be less than $71,201 ($103,351 if married filing jointly), enter "4" for each eligible child. |     |
| • If your total income will be from $71,201 to $179,050 ($103,351 to $345,850 if married filing jointly), enter "2" for each eligible child. |     |
| • If your total income will be from $179,051 to $200,000 ($345,851 to $400,000 if married filing jointly), enter "1" for each eligible child. |     |
| • If your total income will be higher than $200,000 ($400,000 if married filing jointly), enter "-0-" | E   |
| **F** Credit for other dependents. See Pub. 972, Child Tax Credit, for more information.  | F   |
| • If your total income will be less than $71,201 ($103,351 if married filing jointly), enter "1" for each eligible dependent. |     |
| • If your total income will be from $71,201 to $179,050 ($103,351 to $345,850 if married filing jointly), enter "1" for every two dependents (for example, "-0-" for one dependent, "1" if you have two or three dependents, and "2" if you have four dependents). |     |
| • If your total income will be higher than $179,050 ($345,850 if married filing jointly), enter "-0-" | F   |
| **G** Other credits. If you have other credits, see Worksheet 1-6 of Pub. 505 and enter the amount from that worksheet here. If you use Worksheet 1-6, enter "-0-" on lines E and F. | G   |
| **H** Add lines A through G and enter the total here                                        | H   |
| **For accuracy, complete all worksheets that apply.**                                      |     |
| • If you plan to itemize or claim adjustments to income and want to reduce your withholding, or if you have a large amount of nonwage income not subject to withholding and want to increase your withholding, see the Deductions, Adjustments, and Additional Income Worksheet below. |     |
| • If you have more than one job at a time or are married filing jointly and you and your spouse both work, and the combined earnings from all jobs exceed $53,000 ($24,450 if married filing jointly), see the Two-Earners/Multiple Jobs Worksheet on page 4 to avoid having too little tax withheld. |     |
| • If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 above. |     |

**Deductions, Adjustments, and Additional Income Worksheet**

**Note:** Use this worksheet only if you plan to itemize deductions, claim certain adjustments to income, or have a large amount of nonwage income not subject to withholding.

1 Enter an estimate of your 2019 itemized deductions. These include qualifying home mortgage interest, charitable contributions, state and local taxes (up to $10,000), and medical expenses in excess of 10% of your income. See Pub. 505 for details. $24,400 if you're married filing jointly or qualifying widow(er) 1 $

2 Enter: $18,350 if you're head of household $12,200 if you're single or married filing separately 2 $

3 Subtract line 2 from line 1. If zero or less, enter "-0-" $3 $

4 Enter an estimate of your 2019 adjustments to income, qualified business income deduction, and any additional standard deduction for age or blindness (see Pub. 505 for information about these items). 4 $

5 Add lines 3 and 4 and enter the total 5 $

6 Enter an estimate of your 2019 nonwage income not subject to withholding (such as dividends or interest). 6 $

7 Subtract line 6 from line 5. If zero, enter "-0-". If less than zero, enter the amount in parentheses 7 $

8 Divide the amount on line 7 by $4,200 and enter the result here. If a negative amount, enter in parentheses. Drop any fraction 8 $

9 Enter the number from the **Personal Allowances Worksheet**, line H, above 9 $

10 Add lines 8 and 9 and enter the total here. If zero or less, enter "-0-". If you plan to use the Two-Earners/Multiple Jobs Worksheet, also enter this total on line 1 of that worksheet on page 4. Otherwise, stop here and enter this total on Form W-4, line 5, page 1 10
Two-Earners/Multiple Jobs Worksheet

Note: Use this worksheet only if the instructions under line H from the Personal Allowances Worksheet direct you here.

1. Enter the number from the Personal Allowances Worksheet, line H, page 3 (or, if you used the Deductions, Adjustments, and Additional Income Worksheet on page 3, the number from line 10 of that worksheet) ................................................................. 1

2. Find the number in Table 1 below that applies to the LOWEST paying job and enter it here. However, if you’re married filing jointly and wages from the highest paying job are $75,000 or less and the combined wages for you and your spouse are $107,000 or less, don’t enter more than “3” ................................................................. 2

3. If line 1 is more than or equal to line 2, subtract line 2 from line 1. Enter the result here (if zero, enter “-0-“) and on Form W-4, line 5, page 1. Do not use the rest of this worksheet ................................................................. 3

Note: If line 1 is less than line 2, enter “-0-“ on Form W-4, line 5, page 1. Complete lines 4 through 9 below to figure the additional withholding amount necessary to avoid a year-end tax bill.

4. Enter the number from line 2 of this worksheet ................................................................. 4

5. Enter the number from line 1 of this worksheet ................................................................. 5

6. Subtract line 5 from line 4 .................................................................................................. 6

7. Find the amount in Table 2 below that applies to the HIGHEST paying job and enter it here ......................................................................................................................... 7 $

8. Multiply line 7 by line 6 and enter the result here. This is the additional annual withholding needed ......................................................................................................................... 8 $

9. Divide line 8 by the number of pay periods remaining in 2019. For example, divide by 18 if you’re paid every 2 weeks and you complete this form on a date in late April when there are 18 pay periods remaining in 2019. Enter the result here and on Form W-4, line 6, page 1. This is the additional amount to be withheld from each paycheck ......................................................................................................................... 9 $

<table>
<thead>
<tr>
<th>Table 1</th>
<th>Table 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Married Filing Jointly</td>
<td>All Others</td>
</tr>
<tr>
<td>If wages from LOWEST paying job are—</td>
<td>Enter on line 2 above</td>
</tr>
<tr>
<td>$0 - $5,000</td>
<td>0</td>
</tr>
<tr>
<td>5,001 - 9,500</td>
<td>1</td>
</tr>
<tr>
<td>9,501 - 19,500</td>
<td>2</td>
</tr>
<tr>
<td>19,501 - 35,000</td>
<td>3</td>
</tr>
<tr>
<td>35,001 - 40,000</td>
<td>4</td>
</tr>
<tr>
<td>40,001 - 46,000</td>
<td>5</td>
</tr>
<tr>
<td>46,001 - 55,000</td>
<td>6</td>
</tr>
<tr>
<td>55,001 - 60,000</td>
<td>7</td>
</tr>
<tr>
<td>60,001 - 70,000</td>
<td>8</td>
</tr>
<tr>
<td>70,001 - 75,000</td>
<td>9</td>
</tr>
<tr>
<td>75,001 - 85,000</td>
<td>10</td>
</tr>
<tr>
<td>85,001 - 95,000</td>
<td>11</td>
</tr>
<tr>
<td>95,001 - 125,000</td>
<td>12</td>
</tr>
<tr>
<td>125,001 - 155,000</td>
<td>13</td>
</tr>
<tr>
<td>155,001 - 165,000</td>
<td>14</td>
</tr>
<tr>
<td>165,001 - 175,000</td>
<td>15</td>
</tr>
<tr>
<td>175,001 - 180,000</td>
<td>16</td>
</tr>
<tr>
<td>180,001 - 195,000</td>
<td>17</td>
</tr>
<tr>
<td>195,001 - 205,000</td>
<td>18</td>
</tr>
<tr>
<td>205,001 and over</td>
<td>19</td>
</tr>
</tbody>
</table>

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person who claims no withholding allowances; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You aren’t required to provide the information requested on a form that’s subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.
FORM VA-4
COMMONWEALTH OF VIRGINIA
DEPARTMENT OF TAXATION

PERSONAL EXEMPTION WORKSHEET
(See back for instructions)

1. If you wish to claim yourself, write "1" .

2. If you are married and your spouse is not claimed on his or her own certificate, write "1" .

3. Write the number of dependents you will be allowed to claim on your income tax return (do not include your spouse).

4. Subtotal Personal Exemptions (add lines 1 through 3).

5. Exemptions for age
   (a) If you will be 65 or older on January 1, write "1" .
   (b) If you claimed an exemption on line 2 and your spouse will be 65 or older on January 1, write "1" .

6. Exemptions for blindness
   (a) If you are legally blind, write "1" .
   (b) If you claimed an exemption on line 2 and your spouse is legally blind, write "1" .

7. Subtotal exemptions for age and blindness (add lines 5 through 6).

8. Total of Exemptions - add line 4 and line 7.

Detach here and give the certificate to your employer. Keep the top portion for your records.

FORM VA-4 EMPLOYEE'S VIRGINIA INCOME TAX WITHHOLDING EXEMPTION CERTIFICATE

Your social security number

Name

Street Address

City

State

ZIP Code

COMPLETE THE APPLICABLE LINES BELOW

1. If subject to withholding, enter the number of exemptions claimed on:
   (a) Subtotal of Personal Exemptions - line 4 of the Personal Exemption Worksheet
   (b) Subtotal of Exemptions for Age and Blindness - line 7 of the Personal Exemption Worksheet
   (c) Total Exemptions - line 6 of the Personal Exemption Worksheet

2. Enter the amount of additional withholding requested (see instructions).

3. I certify that I am not subject to Virginia withholding. I meet the conditions set forth in the instructions (check here)

Signature

Date

EMPLOYER: Keep exemption certificates with your records. If you believe the employee has claimed too many exemptions, notify the Department of Taxation, P.O. Box 1115, Richmond, Virginia 23218-1115, telephone (804) 367-8037.
**REV-419 Employee's Nonwithholding Application Certificate**

**Purpose.** Complete Form REV-419 so that your employer can withhold the correct Pennsylvania personal income tax from your pay. Complete a new Form REV-419 every year or when your personal or financial situation changes. Photocopies of this form are acceptable.

**Notes:** Unless the state of residence changes, residents of the reciprocal states listed in the next paragraph do not need to refile this application every year.

**Who is Eligible for Nonwithholding?** You may be entitled to nonwithholding of PA personal income tax if you incurred no liability for income tax the preceding tax year and/or you anticipate that you will incur no liability for income tax during the current tax year, according to the Special Tax Provisions of section 304 of the Tax Reform Code, the Servicemembers Civil Relief Act (SCRA) or as a resident of the reciprocal state of Indiana, Maryland, New Jersey, Ohio, Virginia or West Virginia and your employer agrees to withhold the income tax from that state.

**When to Claim?** File this certificate with your employer as soon as you determine you are entitled to claim nonwithholding. You must file a certificate each year you are eligible (see Note above for an exception). If you are employed by more than one employer you must file a separate REV-419 with each employer.

**Responsibilities of Employee.** You must revoke this certification within 10 days from the day you anticipate you will incur PA personal income tax liability for the current tax year. To discontinue or revoke this certification, submit notification in writing to your employer. Claimants who qualify for the SCRA can file an exemption under section 304 of the Tax Reform Code and Schedule SP to claim Tax Forgiveness even if they are eligible for nonwithholding.

Under the SCRA, as amended by the Military Spouses Residency Relief Act, you may be exempt from PA personal income tax on your wages if (i) your spouse is a member of the armed forces present in PA in compliance with military orders; (ii) you are present in PA solely to be with your spouse; and (iii) you and your spouse both maintain the same domicile (state residency) in another state. If you claim exemption under the SCRA, enter your state of domicile (legal residence) on Line 5 and attach a copy of your spousal military identification card and your spouse's current military orders to form REV-419.

**Responsibilities of Employer.** If you agree not to withhold PA tax because your employee is a resident of a reciprocal state, you must withhold the other state's tax. Retain Form REV-419 with your records. You are required to submit a copy of this certificate and accompanying attachments to the PA DEPARTMENT OF REVENUE, BUREAU OF INDIVIDUAL TAXES, PO BOX 260507, HARRISBURG, PA 17128-0507, when:

1. you have reason to believe this certificate is incorrect;
2. the PA taxable gross compensation of any employee who claimed either exemption from nonwithholding a or b below exceeds $1,625 for any quarter;
3. the employee claims an exemption from withholding based on the basis of residence in a reciprocal state (Indiana, Maryland, New Jersey, Ohio, Virginia or West Virginia) and therefore, you agree to withhold income tax of the employee's state of residence; or
4. the employee claims an exemption from withholding under the SCRA as amended by the Military Spouses Residency Relief Act.

**Department’s Responsibility.** Upon receipt of any exemption application, the department will make a determination and notify the employer if a change is required. If the department disapproves the application, the employer must immediately commence withholding at the regular rate. Once a certificate is revoked by the department, the employer must send any new application received from the employee to the department for approval before implementing the nonwithholding.

---

**Employee’s Information**

<table>
<thead>
<tr>
<th>Social Security Number</th>
<th>Telephone Number</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Street Address City, State, ZIP</th>
<th>Tax Year (not necessary if checking Box c below)</th>
</tr>
</thead>
</table>

I claim exception from withholding because I do not expect to owe Pennsylvania personal income tax due to the reason(s) checked below:

- [ ] a. Last year I qualified for Tax Forgiveness of my PA personal income tax liability and had a right to a full refund of all income tax withheld.
- [ ] b. This year I expect to qualify for Tax Forgiveness of my PA personal income tax liability and expect to have a right to a full refund of all income tax withheld.
- [ ] c. I declare I am a resident of the reciprocal state checked below:
  - Indiana
  - Maryland
  - New Jersey
  - Ohio
  - Virginia
  - West Virginia
  and that pursuant to the reciprocal tax agreement between that state and PA, I claim an exemption from withholding of PA personal income tax and authorize my employer to withhold income tax for my resident state on compensation paid to me in the Commonwealth of Pennsylvania.

- [ ] d. I certify I am a legal resident of the state of and am not subject to Pennsylvania withholding because I meet the requirements set forth under the Servicemembers Civil Relief Act as amended by the Military Spouses Residency Relief Act.

Under penalties of perjury, I certify that I did not incur any Pennsylvania personal income tax liability during the preceding tax year and/or I do not expect to incur any liability during the current tax year based on the reason(s) indicated above.

**Employee Signature**

**Employer’s Information**

<table>
<thead>
<tr>
<th>Federal Employer Identification Number</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>23-1352641</td>
<td>(717) 337-6616</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business Address City, State, ZIP</th>
<th>Employee’s Quarterly Compensation (not required for applicants checking Box c or d above)</th>
</tr>
</thead>
<tbody>
<tr>
<td>300 N. Washington Street Gettysburg, PA 17325</td>
<td>$</td>
</tr>
</tbody>
</table>
Purpose. Complete Form REV-419 so that your employer can withhold the correct Pennsylvania personal income tax from your pay. Complete a new Form REV-419 every year or when your personal or financial situation changes. Photocopies of this form are acceptable.

Note: Unless the state of residence changes, residents of the reciprocal states listed in the next paragraph do not need to refile this application every year.

Who is Eligible for Nonwithholding? You may be entitled to nonwithholding of PA personal income tax if you incurred no liability for income tax the preceding tax year and/or you anticipate that you will incur no liability for income tax during the current tax year, according to the Special Tax Provisions of section 304 of the Tax Reform Code, the Servicemember Civil Relief Act (SCRA) as a resident of the reciprocal state of Indiana, Maryland, New Jersey, Ohio, Virginia or West Virginia and your employer agrees to withhold the Income tax from that state.

When to Claim? File this certificate with your employer as soon as you determine you are entitled to claim nonwithholding. You must file a certificate each year you are eligible (see Note above for an exception). If you are employed more by one employer you must file a separate REV-419 with each employer.

Responsibilities of Employee. You must revoke this certificate within 10 days from the day you anticipate you will incur PA personal income tax liability for the current tax year. To discontinue or revoke this certification, submit notification in writing to your employer. Claimants who qualify for complete Tax Forgiveness under section 304 of the Tax Reform Code must file a PA-40, Pennsylvania Personal Income Tax Return, and Schedule SP to claim Tax Forgiveness even if they are eligible for nonwithholding.

Under the SCRA, as amended by the Military Spouses Residency Relief Act, you may be exempt from PA personal income tax on your wages if: (i) your spouse is a member of the armed forces present in PA in compliance with military orders; (ii) you are present in PA solely to be with your spouse; and (iii) you and your spouse both maintain the same domicile (state residency) in another state. If you claim exemption under the SCRA, enter your state of domicile (legal residence) on Line d below and attach a copy of your spousal military Identification card and your spouse's current military orders to form REV-419.

Responsibilities of Employer. If you agree not to withhold PA tax because your employee is a resident of a reciprocal state, you must withhold the other state's tax. Retain Form REV-419 with your records. You are required to submit a copy of this certificate and accompanying attachments to the PA DEPARTMENT OF REVENUE, BUREAU OF INDIVIDUAL TAXES, PO BOX 280507, HARRISBURG, PA 17128-0507, when:

1. You have reason to believe this certificate is incorrect;
2. the PA taxable gross compensation of any employee who claimed either exemption from nonwithholding a or b below exceeds $1,625 for any quarter;
3. the employee claims an exemption from withholding on the basis of residence in a reciprocal state (Indiana, Maryland, New Jersey, Ohio, Virginia or West Virginia) and therefore, you agree to withhold Income tax of the employee's state of residence; or
4. the employee claims an exemption from withholding under the SCRA as amended by the Military Spouses Residency Relief Act.

Department's Responsibility. Upon receipt of any exemption application, the department will make a determination and notify the employer if a change is required. If the department disapproves the application, the employer must immediately commence withholding at the regular rate. Once a certificate is revoked by the department, the employer must send any new application received from the employee to the department for approval before implementing the nonwithholding.

Employee name: first, middle initial, last

Social Security Number

Street Address City, State, ZIP

Telephone Number

Tax Year (not necessary if checking Box c below)

I claim exception from withholding because I do not expect to owe Pennsylvania personal income tax due to the reason(s) checked below:

- [ ] a. Last year I qualified for Tax Forgiveness of my PA personal income tax liability and had a right to a full refund of all income tax withheld.
- [ ] b. This year I expect to qualify for Tax Forgiveness of my PA personal income tax liability and expect to have a right to a full refund of all income tax withheld.
- [ ] c. I declare I am a resident of the reciprocal state checked below:

  - [ ] INDIANA
  - [ ] MARYLAND
  - [ ] NEW JERSEY
  - [ ] OHIO
  - [ ] VIRGINIA
  - [ ] WEST VIRGINIA

and that pursuant to the reciprocal tax agreement between that state and PA, I claim an exemption from withholding of PA personal income tax and authorize my employer to withhold income tax for my resident state on compensation paid to me in the Commonwealth of Pennsylvania.

- [ ] d. I certify I am a legal resident of the state of

  - [ ] and am not subject to Pennsylvania withholding because I meet the requirements set forth under the Servicemembers Civil Relief Act, as amended by the Military Spouses Residency Relief Act.

Under penalties of perjury, I certify that I did not incur any Pennsylvania personal income tax liability during the preceding tax year and/or I do not expect to incur any liability during the current tax year based on the reason(s) indicated above.

Employee Signature

Date

Employer Name

Gettysburg College

Federal Employer Identification Number

23-1352641

Business Address

300 N. Washington Street

Telephone Number

(717) 337-6616

City, State, ZIP

Gettysburg, PA 17325

Employee's Quarterly Compensation (not required for applicants checking Box c or d above)

$
CNAV Time Sheets Training Manual for Students
(updated 3/10/2014)

General Overview:

Employees access the CNAV time sheet system after they have been hired into PeopleSoft, given access to CNAV and their timesheet set up by their supervisor. Until a CNAV time sheet has been created, a paper time sheet should be completed. Employees are responsible for recording worked hours daily and reviewing and approving the time sheet by the user deadline each period.

Student employee responsibilities include:

- Recording daily hours. It is of the utmost importance that you record your hours daily and submit them in a timely manner. If a time sheet is submitted late it not only delays your paycheck but it also impacts your federal taxes and Department of Labor compliance. Completing your time sheet is part of your job responsibilities.
- Hours must be entered in the specified format, entering times using a colon and then am or pm without spaces (i.e., 10:00am).
- Confirm with supervisor the deadline for submitting your time sheet for their review and approval (This must be done by 10:00am on the Monday following the end of the pay period).
- Review and approve your time sheet.
- Confirm your supervisor has approved your time sheet. You can do this by selecting the correct pay period (located in the drop down directly above your name) and clicking on the “Preview Time Sheet” link (on the far right side). If you scroll to the bottom of the page and do NOT see one of your supervisor’s names behind the “Signature of Supervisor” this means the time sheet has NOT been approved and you may want to remind him/her.

Employee Data Entry of Hours:

1. Log into CNAV (https://cnav.gettysburg.edu)
2. Under My Place, select My Time Sheet.
3. Select the appropriate time sheet and pay period to record your hours.
4. Click on Edit Time Sheet.
5. Record your hours on the appropriate days with am or pm noted.
   - If you are required to work on a holiday you must select CHW in the drop down box behind the OUT time.
6. Click submit to save.

Verifying and Approving your Time Sheet:

1. Scroll down to the bottom of the page and click the print preview button.
2. If your hours are represented correctly, click on the browser’s back button.
3. Scroll down to the bottom of the page and click on the user status button. Click Approved.
4. Click submit to save
5. This must be done by 10:00am on the Monday following the end of the pay period.
DIRECT DEPOSIT AUTHORIZATION FORM

I authorize Gettysburg College and the financial institution(s) listed below to initiate credit entries and, if necessary, debit entries for any credit entries made in error to the account(s) listed below.

PART I: EMPLOYEE INFORMATION

Employee Name: ____________________________

Fac/Admin _______ Support Staff _______ Gettysburg College Student

Action To Be Taken:

_____ Start Direct Deposit _____ Change Existing Direct Deposit
(please list all accounts you are requesting monies deposited into)

_____ ___ Stop Direct Deposit

PART II: BANK INFORMATION

<table>
<thead>
<tr>
<th>BANK NAME</th>
<th>ROUTING #</th>
<th>SAVING OR CHECKING</th>
<th>ACCOUNT #</th>
<th>AMOUNT OF DEPOSIT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you are depositing into a checking account, please provide a voided check.

If you are depositing into a savings account, please provide documentation from your financial institution that includes the routing transit number and account number.

If you choose not to provide a voided check or letter from the bank, and there is an issue with you direct deposit, you will receive a paper check, within 5 to 7 business days, after funds are returned to the bank.

Direct deposit information is not accepted via email or mail. Please submit your information directly to the Payroll Office, 2nd floor of Pennsylvania Hall.

Please allow at least one pay period for direct deposit to go into effect.

This authority is to remain in effect until Gettysburg College has received written notification from me of its termination in such time and such manner as to afford Gettysburg College a reasonable opportunity to act on it.

Employee Signature: ____________________________ Date: ____________________________

Submitted with new hire packet _______ Verified from ID _______