

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~~ **before 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~~ **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 <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