

**LRC/SSS**  
**PAYROLL INFORMATION FOR**  
**NEW TUTORS**

If you are a **new tutor**, *before you begin working* you will need to:

- set up an appointment with your department payroll processor by calling

Ms. Laretta Barnes, Office Supervisor  
Learning Resources Center – x52444  
(AC IV, B-wing, Room 345)

and/or

Ms. Patti Martin, Program Management Specialist  
Student Support Services – x53250  
(AC IV, B-wing, Room 345)

- bring the following documents with you when you report for your payroll appointment.
  - ❖ **If you are already on payroll** in another department, ask the payroll processor from that department to give you your
    - ✓ **payroll entry** to bring to us.
    - ✓ Also bring the Student Employee Payroll Authorization Form (*obtain from your coordinator who hired you*), a photo I.D., and you must sign a Substance Abuse Acknowledgement Form by each department.
    - ✓ (other forms if needed: Direct Deposit Authorization Form)

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- ❖ **If you are not already on payroll** in another department and you are a **United States Citizen** you must bring:
  - ✓ Student Employee Payroll Authorization Form (*obtain from the coordinator who hired you*)
  - ✓ 2 forms of identification, one must be a photo I.D. (*examples: drivers license, social security card, school I.D., passport, birth certificate*)
  - ✓ Other forms must be filled out at payroll appointment are: *W-4 form, I-9 form, Substance Abuse Acknowledge Form required from each department, and Direct Deposit Authorization Form*)

❖ **If you are not already on payroll** in another department and you **are not a *United States Citizen*** you must bring:

- ✓ Student Employee Payroll Authorization Form  
(*obtain from the coordinator who hired you*)
- ✓ 2 forms of identification, one must be a photo I.D.  
(*examples: drivers license, social security card, school I.D., passport, birth certificate*)
- ✓ Other forms must be filled out at payroll appointment are: *W-4 Form, I-9 Form, I-20 Form, Citizenship Status Form, Substance Abuse Acknowledge Form required from each department, and Direct Deposit Authorization Form – see attached list of other forms needed if apply to you*)

**Returning Tutors:** Check with your payroll processor to see if you are still in our database.

**IMPORTANT:** If you plan to begin work within the next two weeks, you will need to get on payroll immediately. Please do not wait until the end of the semester.

**TIMESHEETS:** Timesheets are different this semester. They must be completed in blue or black ink only, signed and return to the main office by 2:00 p.m. on the Friday before payroll processing. (Please see schedule attached.)

Appointment Tutors – Timesheets in book on front counter.

Math Lab Tutors – Timesheet book in Math Lab – Library Lower Level

Writing Center Tutors – Timesheet book in Writing Center – Library Lower Level