

Welcome to the Office of Student Media. We are glad you are here. Below are instructions for completing the necessary payroll forms. Please follow these instructions carefully. Failure to do so will result in your paycheck being delayed. Feel free to stop by the business office for assistance with this process. We'll be glad to assist you.

Payroll packets are available at the reception desk located near the main entrance, or you can print them from the OSM employment forms site.

Fill them out completely and return them to your appropriate manager for signature.

Forms to complete

1. Monthly payroll form. This form must be signed by your manager.
2. I-9 Form: Complete the top section of the first page, sign and date it. You must provide a physical address. No P.O. Boxes are allowed. Provide the following documents:
 - a. A copy of a valid passport; or
 - b. A valid driver's license or UA Action card, AND social security card or birth certificate

This form must be completed within 3 days of employment. Failure to do so will result in termination. This is a federal requirement in order to work in the United States.

3. Direct Deposit: Follow instructions listed inside this packet. All direct deposit is now required to be completed online.
4. Tax Forms – W4 and A4 if applicable

*******IMPORTANT NOTE TO STUDENT STAFF:**

1. If you are not receiving your pay please check with your manager and/or the business office.
2. Payroll forms are completed on a semester basis in most cases. New payroll packets will need to be completed at the beginning of each semester.

*****REMEMBER** forms must be completed and returned to the business office by the first of the month to ensure timely processing.

In addition, please be advised that to meet federal and state mandates, employees and students at The University of Alabama may be required to take specific health and safety training courses. All new employees (faculty, staff and students) are required to take Right-to-Know training. You will receive an email with instructions containing your login information and the Right-to-Know training website. Once you complete the online training requirement(s), please turn in your course completion certificates to the business office.

If you have questions about any of this, please see Traci Mitchell or Lisa Hicks.