

## **New Employee Payroll Paperwork for employees over 630 hours in a calendar year**

The following payroll forms will need to be completed prior to receiving your first paycheck with HPEC. Please call if you have questions with any of these forms.

**W-4 & K-4** Complete steps 1 through 7 include your signature and the date. Keep the top part for your records.

**I-9 Employment Eligibility Verification** Complete section 1 include your signature and the date. In place of section 2, copy two identifications listed on the back of the I-9.

**KPERS Report of Members Status** Complete sections 1 through 4, complete instructions listed on back of this form.

- #1 Mark new member, returning to payroll, transfer membership, or reporting dual employment
  - #3 Employer ID # is 5626-1
  - #4 Certified staff is department 01, Paraeducator is department 02
  - #6 High Plains Educational Cooperative
  - #7 Your first day
  - #8 Does not apply to school employees
  - #9 Check the box that says KPERS
  - #13 Your first day (will match #7)
  - #14 Does not apply to school employees
  - #15 Present position (your title), date of service will be your first day, former position complete only if you have previously been with KPERS
- Section 5
- #18 leave blank for a designated agent's signature

**KPERS Beneficiary** Complete this form to designate one or more beneficiaries. Your signature must be witnessed when signing this form. Additional forms are available upon request.

**KPERS Optional Group Life** optional group life insurance is available through KPERS. Applications must be completed within 30 days of your first day on the payroll to be eligible. Applications are available upon request.

**Direct Deposit** To enroll for direct deposit attach a deposit slip, sign and date. With direct deposit HPEC can guarantee you access to your paycheck on the scheduled date of pay. Paychecks or pay stubs will be mailed to the address on the W-4.

**Section 125** You will be eligible for Section 125 through American Fidelity after 90 days of employment. American Fidelity will contact you at your school.

**Certification of Health** Complete both sections

**Oath** Sign and notarize