

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

The following payroll forms will need to be completed prior to beginning employment. Please call our payroll department at 620-356-5577 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. Do not fax identifications, please mail.

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 Leave blank
 - #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 job to be eligible. Applications are available upon request.

Direct Deposit To enroll for direct deposit attach a deposit slip or voided check, sign and date the form. With direct deposit you should have 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 have notarized