Adjunct Appointment Checklist

Please be sure to provide the Penn Law Business Affairs team with the following documents to complete your payroll record:

- Signed Offer Letter and/or Appointment Form
- W4
- Employment Information Form
- Online I-9 Form (including verification documents)
- Online Direct Deposit Declaration
- Voluntary Self Identification Form
- Copy of Social Security Card
- Resume

Please submit these materials in one complete package to the Business Affairs team at: businesshelp@law.upenn.edu and by the dates indicated, in order to expedite the processing of your payroll record.
To Law School Lecturers and Adjunct Professors:

Attached are the forms needed to process payment of teaching fees this semester. Although the packet contains five forms, your individual situation may necessitate completion of only one or two forms. If you received payment for teaching last year or if payment is to be made to your employer, you need only complete the "Request for Payment" form. If you did not receive payment for teaching last year, you must complete all of the forms.

Please return the appropriate form(s) to my attention no later than November 1st for Fall semester payments or March 1st for Spring semester payments.

REQUEST FOR PAYMENT OF TEACHING FEES: This form must be completed by all teachers. This will tell us what payment procedure you are choosing. If payment is to be made directly to you, please note that the University of Pennsylvania no longer issues paper paychecks – options are listed below. If payment is to be made to your employer, be sure to have your employer send me a formal invoice for your teaching services.

PAYROLL DOCUMENTS: The University requires the signed offer letter returned as well as a photocopy of your Social Security card to complete your payroll record - please bring your card for us to copy. Also, payroll can only be processed via direct deposit or by default to the ADP TotalPay debit card system - as the university no longer issues paper checks. If you have not already done so, we suggest that you sign up for direct deposit as soon as possible using the following instructions:

Please go to the 'U@Penn' employee webpage - here: https://portal.appsu.penn.edu/penn_portal/u@penn.php

Then, on the left-hand side, under the heading 'My Pay,' click on 'Enroll in or Update Direct Deposit.' This is where you enter your banking information to initiate direct deposit, and you can also update your banking information here if it changes. This will require a pennID and password.

EMPLOYEE INFORMATION FORM: This form must be completed by all teachers. This will assist us with the information required to start and complete your payroll record.

FORM W-4: This form will determine the tax withholding rate for your payment. If you received payment for teaching last year, you need to complete this form only if you wish to change your tax withholding rate or permanent home address. This is the address that will be used to mail your W-2 tax form. If your fee is to be paid directly to your employer, this form is not necessary.

ONLINE FORM 1-9: Unless you have been on the University Payroll system within the last year, you must complete this form on-line at https://www.hr.upenn.edu/19. The I9 form requires that you present documentation that proves your identity and eligibility for employment. The attached form lists the most common forms of documentation to be used. You must bring this documentation with you when you hand in your forms. If you have been on Payroll at the University within the past year, you do not have to complete the I-9 form, but you must let us know in which department you last worked so that we can get your payroll records transferred to the Law School. [NOTE: Use the same address as the W-4 form.]

SELF IDENTIFICATION FORM: We ask your assistance in helping us to meet our federal compliance obligations of monitoring our hire and transfer processes. Completion of this form is strictly voluntary. The information you provide on this form will be maintained confidentially.

Finally, all forms can be obtained electronically from the Business Affairs section of the Penn Law website at:

https://www.law.upenn.edu/administration/businessaffairs/adjuncts.php
Instructions for Setting Up Direct Deposit at Penn

1. Please go to the 'U@Penn' employee webpage - here:

   https://portal.apps.upenn.edu/penn_portal/u@penn.php

2. Then, on the left-hand side, under the heading 'My Pay,' click on 'Enroll in or Update Direct Deposit.' (AS PER ABOVE) This is where you enter your banking information to initiate direct deposit, and you can also update your banking information here if it changes.

3. Please note that this will require a pennID and password.
REQUEST FOR PAYMENT OF TEACHING FEES

Please complete this form and return (preferably by email) to:

Dallas A. Grundy
Vice Dean for Business Affairs
University of Pennsylvania Law School
3501 Sansom Street
Philadelphia, PA 19104-6204
Fax: 215-746-8266   Email: businesshelp@law.upenn.edu

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NAME: ________________________________________

COURSE TITLE: _________________________________________

SEMESTER TAUGHT:  CIRCLE ONE--> SUMMER FALL SPRING YEARLONG

AMOUNT OF PAYMENT: ______________________

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METHOD OF PAYMENT (CHECK ONE OF THE FOLLOWING):

☐ I waive payment of the teaching fee for this course  
  Note: You only need to return this form.  
  (YOU WILL BE ACKNOWLEDGED FOR THE DONATION OF YOUR TEACHING SERVICES 
  IN THE NEXT PUBLICATION OF THE LAW SCHOOL ANNUAL REPORT OF DONORS)

☐ Teaching fee will be billed by and paid to my employer  
  Note: You only need to return this form, pending receipt of your employer invoice.  
  (INVOICE SHOULD BE SENT TO THE ABOVE ADDRESS)

☐ Payment is to be made to me  
  Note: Please see the instructions below for payment to individuals

SIGNATURE -->__________________________________  DATE-->___________________________________

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Payment to individuals (payroll transaction):

If you have received payment of a teaching stipend from Penn within the past year, then you only need to return this one page form. If you would like to change the tax withholding rate that applied to a payment in the past year, you should also complete the attached W-4 form.

If you have not been paid by Penn within the last year, then you must complete all of the forms attached to this Request for Payment. You must also complete the required ONLINE I-9 form, located here: https://hrx.talx.com/HRX/EmploymentCenter/Anonymous.aspx as well as the appropriate documentation, i.e., one item from list A or one item from each of both list B & list C included in this packet.

NOTE: The University of Pennsylvania no longer issues paper paychecks. Payment will be made to a Pay Debit Card or by Direct Deposit to your bank account. Please see the cover email for instructions on how to sign up for direct deposit or access the Pay Card account. If you received a prior payment in the past 6 months via Direct Deposit, that payment method will continue and you do not need to do anything further, unless you changed your bank account since the last payment.
Employee Information Form

Social Security Number (last four digits):  XXX-XX-________________________

Name:  First: __________________________________  Initial: _____  Last: __________________________________

Name Suffix: __________  Name Prefix: ______________

Current Address: (Cannot be an office address)

Street/Apartment: __________________________________________________________

Street 2: _________________________________________________________________

City: ______________________  State: ______  Zip Code: __________

Home Phone: ______________________  Cell Phone: ______________________

Permanent Address (Domicile): (Cannot be an office address)

Street/Apartment: __________________________________________________________

Street 2: _________________________________________________________________

City: ______________________  State: ______  Zip Code: __________

Country: ______________________ (Leave blank if USA)

________________________________________________________________________

Emergency Contact Information:

Name: __________________________  Relationship: ______________________

Phone where this person can be reached while you are at work: ______________________

________________________________________________________________________

Sex: _________  Date of Birth: ______________  Marital Status: ______________

Educational Level: __________________________  Year received: __________________________

(choose code from below)

B - No academic credentials.  G - Bachelor's Degree.
C - High School Diploma or equivalent.  H - Master's Degree.
E - Some College.  J - Other Doctorate (Dr. of Educ., Dr. of Sct., LL.D., J.D.).
F - Associate Degree.  K - Doctor of Philosophy (Ph.D.).

________________________________________________________________________

Non-Resident Aliens:

Visa Type: __________  Country: __________________________  Visa Expiration Date: __________
Form W-4 (2016)

**Purpose.** Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

**Exemption from withholding.** If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2016 expires February 15, 2017. See Pub. 505, Tax Withholding and Estimated Tax.

**Note:** If another person can claim you as a dependent on his or her tax return, you cannot claim exemption from withholding if your income exceeds $1,050 and includes more than $350 of unearned income (for example, interest and dividends).

**Exceptions.** An employee may be able to claim exemption from withholding even if the employee is a dependent, if the employee:
- is age 65 or older,
- is blind, or
- Will claim adjustments to income; tax credits; or itemized deductions, on his or her tax return.

The exceptions do not apply to supplemental wages greater than $1,000,000.

**Basic instructions.** If you are not exempt, complete the Personal Allowances Worksheet below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earners/multiple jobs situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

**Head of household.** Generally, you can claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependents or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

**Tax credits.** You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the Personal Allowances Worksheet below. See Pub. 505 for information on converting other your credits into withholding allowances.

**Nonwage income.** If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES. Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 505 to find out if you should adjust your withholding on Form W-4 or W-4P.

**Two earners or multiple jobs.** If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 505 for details.

**Nonresident alien.** If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Check your withholding. After your Form W-4 takes effect, use Pub. 505 to see how the amount you are having withheld compares to your projected total tax for 2016. See Pub. 505, especially if your earnings exceed $130,000 (Single) or $180,000 (Married).

Future developments. Information about any future developments affecting Form W-4 (such as legislation enacted after we release it) will be posted at www.irs.gov/w4.

---

**Employee's Withholding Allowance Certificate**

<table>
<thead>
<tr>
<th>1</th>
<th>Your first name and middle initial</th>
<th>Last name</th>
<th>2</th>
<th>Your social security number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Home address (number and street or rural route) | 3 | Single | Married | Married, but withhold at higher Single rate. |
| | | | | | Note: If married, but legally separated, or spouse is a nonresident alien, check the "Single" box. |

**City or town, state, and ZIP code | 4 | If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card.**

**Employer's Withholding Allowance Certificate**

<table>
<thead>
<tr>
<th>5</th>
<th>Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**6 | Additional amount, if any, you want withheld from each paycheck |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**7 | I claim exemption from withholding for 2016, and I certify that I meet both of the following conditions for exemption.**

- Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and
- This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.

If you meet both conditions, write "Exempt" here.

Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.

**Employee's signature**

**Date**

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**For Privacy Act and Paperwork Reduction Act Notice, see page 2.**

Cat. No. 10229Q
Deductions and Adjustments Worksheet

Note: Use this worksheet only if you plan to itemize deductions or claim certain credits or adjustments to income.

1. Enter an estimate of your 2016 itemized deductions. These include qualifying home mortgage interest, charitable contributions, state and local taxes, medical expenses in excess of 10% (7.5% if either you or your spouse was born before January 2, 1952) of your income, and miscellaneous deductions. For 2016, if you may have to reduce your itemized deductions if your income is over $311,300 and you are married filing jointly or are a qualifying widow(er); or $155,650 if you are head of household; $259,400 if you are single and not head of household or a qualifying widow(er); or $12,600 if married filing jointly or qualifying widow(er).

2. Enter:
   - $9,300 if head of household
   - $6,300 if single or married filing separately

3. Subtract line 2 from line 1. If zero or less, enter "-0-".

4. Enter an estimate of your 2016 adjustments to income and any additional standard deduction (see Pub. 505).

5. Add lines 3 and 4 and enter the total. (Include any amount for credits from the Converting Credits to Withholding Allowances for 2016 Form W-4 worksheet in Pub. 505.)

6. Enter an estimate of your 2016 nonwage income (such as dividends or interest).

7. Subtract line 6 from line 5. If zero or less, enter "-0-".

8. Divide the amount on line 7 by $4,050 and enter the result here. Drop any fraction.

9. Enter the number from the Personal Allowances Worksheet, line H, page 1.

10. Add lines 8 and 9 and enter the total here. If you plan to use the Two-Earners/Multiple Jobs Worksheet, also enter this total on line 1 below. Otherwise, stop here and enter this total on Form W-4, line 5, page 1.

Two-Earners/Multiple Jobs Worksheet (See Two earners or multiple jobs on page 1.)

Note: Use this worksheet only if the instructions under line H on page 1 direct you here.

1. Enter the number from line H, page 1 (or from line 10 above if you used the Deductions and Adjustments Worksheet).

2. Find the number in Table 1 below that applies to the LOWEST paying job and enter it here. However, if you are married filing jointly and wages from the highest paying job are $65,000 or less, do not enter more than “3”.

3. If line 1 is more than or equal to line 2, subtract line 2 from line 1. Enter the result here (if zero, enter "-0-") and on Form W-4, line 5, page 1. Do not use the rest of this worksheet.

4. Enter the number from line 2 of this worksheet.

5. Enter the number from line 1 of this worksheet.

6. Subtract line 5 from line 4.

7. Find the amount in Table 2 below that applies to the HIGHEST paying job and enter it here.

8. Multiply line 7 by line 6 and enter the result here. This is the additional annual withholding needed.

9. Divide line 8 by the number of pay periods remaining in 2016. For example, divide by 25 if you are paid every two weeks and you complete this form on a date in January when there are 25 pay periods remaining in 2016. Enter the result here and on Form W-4, line 5, page 1. This is the additional amount to be withheld from each paycheck.

Table 1

<table>
<thead>
<tr>
<th>Married Filing Jointly</th>
<th>All Others</th>
</tr>
</thead>
<tbody>
<tr>
<td>If wages from LOWEST paying job are—</td>
<td>Enter on line 2 above</td>
</tr>
<tr>
<td>$0 - $6,000</td>
<td>0</td>
</tr>
<tr>
<td>6,001 - 14,000</td>
<td>1</td>
</tr>
<tr>
<td>14,001 - 25,000</td>
<td>2</td>
</tr>
<tr>
<td>25,001 - 35,000</td>
<td>3</td>
</tr>
<tr>
<td>35,001 - 44,000</td>
<td>4</td>
</tr>
<tr>
<td>44,001 - 55,000</td>
<td>5</td>
</tr>
<tr>
<td>55,001 - 65,000</td>
<td>6</td>
</tr>
<tr>
<td>65,001 - 75,000</td>
<td>7</td>
</tr>
<tr>
<td>75,001 - 80,000</td>
<td>8</td>
</tr>
<tr>
<td>80,001 - 100,000</td>
<td>9</td>
</tr>
<tr>
<td>100,001 - 115,000</td>
<td>10</td>
</tr>
<tr>
<td>115,001 - 130,000</td>
<td>11</td>
</tr>
<tr>
<td>130,001 - 140,000</td>
<td>12</td>
</tr>
<tr>
<td>140,001 - 150,000</td>
<td>13</td>
</tr>
<tr>
<td>150,001 and over</td>
<td>15</td>
</tr>
</tbody>
</table>

| If wages from LOWEST paying job are— | Enter on line 2 above |
| $0 - $9,000 | 0 |
| 9,001 - 17,000 | 1 |
| 17,001 - 26,000 | 2 |
| 26,001 - 34,000 | 3 |
| 34,001 - 44,000 | 4 |
| 44,001 - 75,000 | 5 |
| 75,001 - 85,000 | 6 |
| 85,001 - 110,000 | 7 |
| 110,001 - 125,000 | 8 |
| 125,001 - 140,000 | 9 |
| 140,001 and over | 10 |

Table 2

<table>
<thead>
<tr>
<th>Married Filing Jointly</th>
<th>All Others</th>
</tr>
</thead>
<tbody>
<tr>
<td>If wages from HIGHEST paying job are—</td>
<td>Enter on line 7 above</td>
</tr>
<tr>
<td>$0 - $75,000</td>
<td>$610</td>
</tr>
<tr>
<td>75,001 - 135,000</td>
<td>1,010</td>
</tr>
<tr>
<td>135,001 - 205,000</td>
<td>1,130</td>
</tr>
<tr>
<td>205,001 - 360,000</td>
<td>1,340</td>
</tr>
<tr>
<td>360,001 - 405,000</td>
<td>1,420</td>
</tr>
<tr>
<td>405,001 and over</td>
<td>1,600</td>
</tr>
</tbody>
</table>

| If wages from HIGHEST paying job are— | Enter on line 7 above |
| $0 - $38,000 | $610 |
| 38,001 - 85,000 | 1,010 |
| 85,001 - 185,000 | 1,130 |
| 185,001 - 400,000 | 1,340 |
| 400,001 and over | 1,600 |
# Lists of Acceptable Documents

All documents must be unexpired

## List A
Documents that Establish Both Identity and Employment Authorization

| 1. | U.S. Passport or U.S. Passport Card |
| 2. | Permanent Resident Card or Alien Registration Receipt Card (Form I-551) |
| 3. | Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa |
| 4. | Employment Authorization Document that contains a photograph (Form I-766) |
| 5. | In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form |
| 6. | Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI |

## List B
Documents that Establish Identity

| 1. | Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address |
| 2. | ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address |
| 3. | School ID card with a photograph |
| 4. | Voter's registration card |
| 5. | U.S. Military card or draft record |
| 6. | Military dependent's ID card |
| 7. | U.S. Coast Guard Merchant Mariner Card |
| 8. | Native American tribal document |
| 9. | Driver's license issued by a Canadian government authority |

For persons under age 18 who are unable to present a document listed above:

| 10. | School record or report card |
| 11. | Clinic, doctor, or hospital record |
| 12. | Day-care or nursery school record |

## List C
Documents that Establish Employment Authorization

| 1. | Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States |
| 2. | Certification of Birth Abroad issued by the Department of State (Form FS-545) |
| 3. | Certification of Report of Birth issued by the Department of State (Form DS-1350) |
| 4. | Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal |
| 5. | Native American tribal document |
| 6. | U.S. Citizen ID Card (Form I-197) |
| 7. | Identification Card for Use of Resident Citizen in the United States (Form I-179) |
| 8. | Employment authorization document issued by the Department of Homeland Security |

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)
The University of Pennsylvania (Penn) is an equal opportunity employer with a policy of non-discrimination. As a federal contractor, Penn must comply with federal regulations pertaining to affirmative action, equal opportunity, and non-discrimination. We ask your assistance in helping us to meet our federal compliance obligations of monitoring our hire, internal hire and transfer processes.

Completion of this form is strictly voluntary. Refusal to complete this form will not subject you to any adverse treatment. The information you provide on this form will be maintained confidentially.

Name _________________________________________________  Sex: (M) (F)______

Job Title ___________________________________________  Org. No. 5600  Department No. 5600

The concept of race as used by the Federal government does not denote clear-cut scientific definitions of anthropological origins. A person may be included in the group to which s/he appears to belong, identifies with, or is regarded in the community belonging. The race/ethnicity categories below have been defined by the U.S. Office of Federal Contract Compliance.

1. Please identify your race/ethnicity by checking one of the categories listed below.

☐ American Indian or Alaskan Native
A person with origins in any of the original peoples of North America who maintains cultural identification through tribal affiliation or has community recognition as an American Indian or Alaskan Native.

☐ Asian – Pacific Islander
A person with origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Republic and Samoa; and, on the Indian Subcontinent, includes India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim and Bhutan.

☐ Black (or African American)
An individual, not of Hispanic origin, with origins in any of the black racial groups of Africa.

☐ Hispanic (or Latino)
A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. This does not include persons of Portuguese descent or persons from Central or South America who are not of Spanish origin or culture.

☐ White
An individual, not of Hispanic origin, with origins in any of the original peoples of Europe, North Africa. or the Middle East.

☐ Decline to Identify

2. Veteran status is Federally defined by the following categories. (Please check all that apply to you)

☐ Vietnam Era Veteran
A person who served on active duty for a period of more than 180 days, and was discharged or released with other than a dishonorable discharge, or was discharged or released from active duty for a service-connected disability if any part of such active duty occurred in the Republic of Vietnam between 02/28/1961 and 05/07/1975, or in all other cases between 05/05/1964 and 05/07/1975.

☐ Recently Separated Veteran
Any veteran during the one-year period beginning on the date of such veteran’s discharge or release from active duty. (Effective December 1, 2003, recently separated veteran shall include any veteran during the three-year period beginning on the date of such veteran’s discharge or release from active duty).

☐ Other Eligible Veteran
A person who, as a member of a reserve component under an order to active duty, served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and who was discharged or released from such duty with other than a dishonorable discharge.

Employee Signature: ______________________________________  Date: ________________________

BUSINESS ADMINISTRATOR USE ONLY
Personnel Payroll Codes:
R = Asian
C = Caucasian
A = Native American
B = African American
S = Hispanic
D = Decline to Identify

Upon entering the correct code into the Personnel Payroll System, please forward this form to Human Resources, Records Department