

BOARD POLICY

WESTERN IOWA TECH COMMUNITY COLLEGE

Series Number 400.14

Title All Personnel

Payroll Requirements

All employees must, at a minimum, complete and/or furnish the following before payment of wages can be authorized:

1. A W-4 form (Federal and State) showing the number of dependents and the employee's birth date to be used for income tax withholding.
2. If eligible and required to participate in a college-sponsored retirement plan, a "Designation of Beneficiary" for the Iowa Public Employees Retirement System or comparable form for the TIAA/CREF alternative plan.
3. A license issued by the Iowa Board of Educational Examiners for positions requiring licensure. (New employees shall have made application for such licensure and approval.)
4. An Immigration and Naturalization Form I-9.

Date of adoption _____

Legal Reference: (Code of Iowa)

Date of last revision 4/9/90

Date of current revision 12/11/95

Related Administrative Procedures and Cross References _____

B O A R D P O L I C Y

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