

INSTRUCTIONS FOR SAVING PROFILE SHEET PDF FORMS

Adobe Acrobat X Pro is required to complete this process

1. Go to the Payroll Services website: www.iup.edu/payroll
2. Click on Student Forms
3. Click the appropriate form.

*Note: These steps apply to both the State and Federal Work Study forms. If you employ student workers under both, this can be done on both forms.

4. When the dialog box opens and prompts you to Open or Save the file, choose Open.
5. When the file opens, choose File, Save As, PDF as shown below:

The screenshot shows the Adobe Acrobat X Pro interface. The 'File' menu is open, and the 'Save As' option is selected, which has opened a sub-menu where 'PDF' is chosen. The main window displays the 'EMPLOYMENT PROFILE/JOB ASSIGNMENT' form. The form is divided into several sections: 'Employee Information' (Banner ID #, SS#, Birth Date, Gender, First Name, M.I., Last Name), 'Permanent Address' (Street, City, State or Prov., Postal Code, Country USA, County), 'Complete for permanent address (MUST CHOOSE ONE):' (Borough, City, Township), 'For Payroll Use Only' (Personnel No., SAP Pos., Award Amount, Check One: New, Rehire, Change, 2nd Job*, *Add, Replace, Position, Last Date of Employment), 'IF YOU WERE PREVIOUSLY ON STUDENT PAYROLL AND HAD DIRECT DEPOSIT, DO YOU WISH TO CONTINUE YOUR DIRECT DEPOSIT TO THAT SAME ACCOUNT?' (YES, NO), 'Number of credits:' (Summer, Fall, Spring), 'Classification (Check One):' (Undergraduate, Graduate), 'Graduation Date' (Major, Minor), and a certification statement: 'I CERTIFY THAT THE INFORMATION I HAVE PROVIDED IS TRUE, CORRECT, AND ACCURATE.'

6. Save the file in the location of your choosing.
7. Once the file has been saved, type the supervisor information into the PDF at the bottom of the profile as shown on the next page. This includes the student's first

work date, their hourly rate, the TSO number for check distribution, the department name, the SAP cost center number, the name of the supervisor, supervisor's campus address, and campus phone number. Please be sure that you have also signed the form after the student has completed their part of the form (indicated by the red circle below).

File Edit View Window Help

Create / 1 130%

Tools Comment Share

Please fill out the following form. If you are a form author, choose Distribute from the Forms panel in the Tools pane on the right to send it to your recipients.

Undergraduate Graduate

Complete for permanent address (MUST CHOOSE ONE):

Borough _____

City _____

Township _____

Graduation Date _____ Major _____

I CERTIFY THAT THE INFORMATION I HAVE PROVIDED IS CORRECT, AND ACCURATE.

Signature _____ Date _____

PLACEMENT INFORMATION (Must be completed by Supervisor):

First Work Date 8/24/2013

Minimum Hourly Rate: (Check One)

Undergraduate (\$7.25) Graduate (\$8.25)

*If hourly rate is higher, please see Wage Information below:

Time Sheet Organizational Code (TSO) T123

Department Name Payroll Services

SAP Cost Center Number 4005XXXXXX

*WAGE INFORMATION (Must be Completed by Supervisor):

Employers who are paying a wage rate other than the prevailing rate must obtain the Vice President's or Dean's authorization. Refer to Higher Rate Guidelines.

Rate: _____ VP/Dean Authorization _____ Date _____

Phone # 724-357-0000

Authorized Signature _____ Date _____

Click on Tools, Comment and Share to access additional features.

Highlight Existing Fields

- TAKE THIS FORM TO PAYROLL SERVICES –G11 SUTTON HALL WITHIN 3 DAYS OF HIRE/JOB CHANGE.
- Students being placed on the payroll for the first time must present their social security card and photo identification.
- Undergraduate students cannot work or be paid for more than twenty five (25) hours per week while attending classes.
- Graduate students cannot exceed forty (40) hours per week.
- International students cannot work or be paid for more than twenty (20) hours per week while attending classes.
- Students cannot work or be paid for more than forty (40) hours per week when not attending classes.
- According to management directive, 505.7 Personnel Rules, an employee or official must not exercise direct and immediate supervisory authority over a family member.

Input date _____ PD _____ Initials _____

8. Save the file again in the same place as the original. If a dialog box appears asking if you want to replace the existing file, click Yes.
9. The file is now ready to be sent as an attachment with the supervisor information already saved into the sheet.