

To ensure that a faculty member will be included on the first payroll, all forms need to be in the Office of Academic Affairs at least **one week before the term begins:**

- One copy of the resume/vita
- Official transcripts for all degrees and applicable coursework – transcripts cannot be issued to the instructor
- SBT Faculty Qualifications Form **for SBT courses only**
- Faculty Data Sheet
- I-9,* with copies of the documents used to verify eligibility
- Direct Deposit Authorization Form--**with a voided check (not deposit slip)**
- Social Security Card
- Federal W-4 Form
- Missouri W-4 Form
- St. Louis City residency form

Submit all materials to **Theresa Altmann** in the Office of Academic Affairs, 470 E. Lockwood, Webster Groves, MO 63119.

Forms may also be e-mailed to Theresa at altmantm@webster.edu, or faxed to 314-968-7076. However, **Academic Affairs requires originals of all signed forms.**

All forms, with the exception of the Data Sheet, I-9,* direct deposit, and W-4 forms, should be typed.

For any St. Louis area adjunct faculty member wanting a Webster University Identification Card, a Webster University ID Card Voucher Request must be completed by the chairperson and given to the faculty member. They will then take the voucher to the University Center to obtain their id. card.

The I-9 is a legal document and as such, there can be **no errors or omissions. If either the employer or employee makes a mistake, a new form must be completed. Scratch-outs or the use of white out is strictly prohibited. Section 2 must be fully completed by whomever reviews the document(s), and the documents need to be listed in the correct columns. Since the instructor should be filling the form out in front of you, both Section 1 and Section 2, must be dated the same date. All forms of identification used to verify eligibility on the I-9 must be current as we can no longer accept expired documents. I-9's will be returned to the campus for any errors. Please keep in mind, we cannot issue compensation to anyone whose I-9 is completed improperly.*