



PAYROLL PACKET

CHECKLIST!

Payroll packets can be confusing sometimes. Here's a "cheat sheet" to help you complete the packet correctly and efficiently.

Please email asha.shoffner@ci.stpaul.mn.us if you have any questions. Thanks!

Things to Gather Ahead of Time	Why?
ID's	We will need front/back copies of each ID, so make sure to check out the "What Documents do I Need" page so you know what you need. All ID's must be current/non-expired.
Your banking information	If your paychecks are going into your own bank account, you'll need to submit a voided check, or a letter/document from your bank that includes your full account and routing number.
Your Social Security Number	If not using a Social Security card as a form of ID, you will still need to know your Social Security number for multiple forms in this packet.
Your Tax Withholdings or Exemptions	Check with an adult (parent/guardian/advocate) to see if you should file for exemption or not.
Things to Pay Attention To	Especially These Parts!
The Employee Eligibility Verification Form (aka the I-9 Form)	In the middle of the page, you will check 1 of 4 boxes. If you check the 3rd or 4th box, you will need to provide the registration number.
The W4 form	If you are filing for exempt, leave "Line 5" completely empty, and write "Exempt" in "Line 7." If you put a "Zero" or a "0" in Line 5, you will pay the highest tax rate.
The 2015 Minnesota Employee Withholding Allowance/Exemption Form	If you wrote "Exempt" on Line 7 of the W4, you will need to complete this page.
The City of Saint Paul Authorization Agreement for Electronic Transfer of Funds Form	The City of Saint Paul no longer issues paychecks. If you have your own bank account, you can enter your routing and account number so your "paycheck" is deposited directly into your account. You will need to include a document from your bank with your routing/account number. If you don't have a bank account, you will check the box for "Focus Payroll Card" and will be issued a FOCUS card that your "paychecks" will be loaded on to. This card can be used similar to a debit card. It will only store the money on it that you have earned - you cannot spend money that isn't in the account.
A Reminder About ID's	Seriously, It's Really Important!
We will need copies of the front and back of the ID's/Documents that you submit. All ID's must be current. School ID's must be from the 15-16 school year, and any state ID's/ passports/resident cards must also be current (i.e. not expired).	90% of the reasons payroll packets aren't accepted is because of incorrect ID's. Please make sure you carefully read the document titled "What Documents Do I Need to Complete my Payroll Packet" and ask questions if you're unsure. You're not eligible to start working until your payroll packet has been entered into our system, so we want to make sure it's correct from the start!
Send Your Completed Packet To:	Right Track c/o Asha Shoffner
By Fax: 651.292.7311.	In person: 25 West 4th Street #400, Saint Paul MN 55102
Questions?	Send an email to Payroll-Tass@ci.stpaul.mn.us and asha.shoffner@ci.stpaul.mn.us