BOARD POLICY

WESTERN IOWA TECH COMMUNITY COLLEGE

			Series Number 400.14						
Title_	All Personnel								
	Payroll Requireme	ents							
	nployees must, at a m thorized:	ninimum, complete an	nd/or furnish the following before payment of wages can						
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	_						
Relat	ed Administrative Pro	ocedures and Cross R	References						

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