

Welcome to the **Art Institute of Pittsburgh, Online Division!** The following forms need completed for Payroll. See instructions below when filling out the attached forms and **send the originals to the address listed below.** *Any delay in returning these forms to me may delay your paycheck.*

Attention: If you currently or recently taught for an EDMC location (South U., Argosy U. Art Institute) – please notify us immediately. In addition, you do not need to complete the attached paperwork for your Online setup. This will allow us to service you more efficiently.

NOTE: In order to further expedite the process, it is best if you use a method of mail delivery such as UPS or FedEx that will guarantee delivery, as the US Postal mail can take up to 2 weeks to deliver.

Questions can be emailed to: oh payroll@edmc.edu

Please mail originals to:
Payroll Department | EDMC Online Higher Education
1400 Penn Avenue
Pittsburgh, PA 15222-4332

1. Complete the 1st page of New Hire Form and send both pages.
2. Complete the W-4 form. **Please do not cut.**
3. For the I-9 (Employment Eligibility Verification) Form, please note:
 - i. You need **ONE item from column "A"** from the "List of Acceptable Documents"
 - ii. **OR** you need **ONE item from Column "B" AND ONE item from Column "C"** from the "List of Acceptable Documents"
 - iii. **ONLY complete Section 1** on the I-9 form, make sure it is signed.

It is important that you follow this step very carefully, as any error will cause delay in getting your first payment.

Take the required identification(s) (IDs) to a Notary and have them copy your ID(s) and notarize the copy, please include the copy along with the form. Since we are an Online school and cannot verify you are the individual on the ID(s) in person we must have a Notary verify this for us.

Please send a copy of your Social Security card for name verification if you are not using it for a required document as noted above. This is a requirement from our corporate office.

4. Complete the Direct Deposit form and **include a voided check if depositing into a checking account.** If you are having your pay deposited into a savings account, please include the routing and account number.
 - a. **Your first payment will be a check that is mailed to your home. Our system does not allow direct deposit on the first check. Please allow 5 business days for the check to arrive.**
5. **Please type the ACICS form & hand-sign the "signature" on the last page.** If you send a hand-written form, it will be returned to you and you will be asked to re-complete as our regulatory agency does not recognize hand written form or electronic signatures.
6. Please read the AiO Employee Handbook, **sign and send the last page.**
7. Please read the Confidentiality Statement, **sign and send the last page.**
8. Please read the Drug Free Policy, **sign and send the first page.**
9. Please read the Code of Ethics Policy, **sign and send the last page.**
10. Complete the EEOC form.

Direct Fax: (412) 992-9812

Art Institute of Pittsburgh, Online Division, Argosy University Online, MIUO, South University Online

oh payroll@edmc.edu

www.edmc.edu

Please do not staple pages together.