



American Postal Workers Union, AFL-CIO

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From: Elizabeth Conolly, Controller
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To: New APWU Appointees

Subject: APWU Payroll Accounting Designee Hire Forms

Attached are the Designee forms and information you need regarding APWU PAYROLL PROCESSING. Before LWOP and expenses can be processed, it is imperative to submit the attached **I-9 Form** as soon as possible, so that we can enter you in the payroll system.

Please be sure to attach the forms of identification as instructed on the Lists of Acceptable Documents - one from **column B and C OR one from column A**. In Section 1 (Employee Information and Attestation) complete the form up to Preparer and/or Translator Certification. APWU Human Resources Department will complete Section 2 (Employer or Authorized Representative Review and Verification).

Complete the **Direct Deposit Form** (if you want payment directly to your bank account), and the **W-4 form**. To receive reimbursement for your LWOP hours and expenses, please use the **Designee Expense Voucher**.

Attach your **PS Form 3971** and write your level and step on the voucher. If you are a full-time local officer, you will need to attach a letter from your President or Secretary-Treasurer stating you are on leave without pay or on annual leave status for the period of the assignment. If you hold one of these positions, you cannot sign the letter for yourself.

APWU is an accountable plan, therefore, it is required that you submit a copy of all your expense receipts with the voucher. If you drive using your personal car, mileage should be documented to and from assignment using the mileage form.

Attached is the APWU Payroll Processing Schedule for your records. Please note voucher deadline submission to be paid on the corresponding pay date.

Please scan your forms and vouchers and email them directly to me at econolly@apwu.org or Lagena Copeland in Human Resources at lcopeland@apwu.org. You can also fax the forms to (202) 216-2609.

If you have any expense reimbursement questions, please do not hesitate to contact me or Delores Thompson at dthompson@apwu.org or (202) 842-8506.

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