



## City of Saint Paul Payroll Forms

All documents and forms will be submitted online via NeoGov.com, you will receive an invitation from [info@neogov.com](mailto:info@neogov.com) once you are placed in a position working on City payroll. Here is a video link on how to use NeoGov <https://www.youtube.com/watch?v=YJN0GWKMha0>

Here is a list of what forms need to be completed and what information is needed for each form.

Form	Information or Documents Needed
I9	Social Security Number and Federally approved employment verification documentation. All documents must be current, expired documents are not valid. We will need a copy of the front and back of each document.  Option 1 – Passport or Permanent Resident Card OR Option 2 – one from each list below List 1 – State ID OR School ID OR Tribal Document AND List 2 – Social Security Card OR Birth Certificate OR Tribal Document, OR Certificate of Citizenship
EEO Form	Demographic information, including social security number
Background Check	Social Security Number, Driver’s License Number (if you have a driver’s license)
Employee Notice Form	Review wage information and sign
W4	Social Security Number and how many withholdings you would like
MN W4	Social Security Number and how many withholdings you would like
Direct Deposit	Determine if you want to be paid by direct deposit or US Bank Focus Card. If you want direct deposit (preferred option) you will need to know your bank’s routing number, your account number and provide a copy of account verification from your bank.
Temporary Employment Notice	Review and sign
Earned Sick and Safe Time Acknowledgement	Review and sign
Workplace Conduct Form	Review and sign
Email and Internet Policy	Review and sign
Emergency Contact Form	Names and contact information for who to call if you get injured while working
Workers Compensation	Review
Workforce One Form	Demographic information, including social security number