



Seneca Hills

Bible Camp and Retreat Center

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2013 Staff Paperwork Instructions

Hiring Decisions	After we interview all the applicants, we will be making our final decisions around April 1st. At that time we will notify you, either way, via a letter. If offered a position, you will receive a contract indicating the weeks we would like you to work. The contract should be signed and returned within a week.
Staff Paperwork	Once hired, you need to complete all the necessary paperwork to get on the payroll. Paperwork should be turned in prior to Staff Training in June. All the forms will be available for download on our website at www.senecahills.com . Any outstanding paperwork must be completed on the first day of Staff Training.
W-4 Form	Must be completed to adequately withhold taxes. Previous employees of Seneca Hills only need to fill a new W-4 out if they filed exempt on their previous W-4 or want to change their withholding amount. Please call the office if you have questions.
I-9 Form	Must be completed to ensure your legal status. Please bring the appropriate forms of ID to Staff Training for our inspection. Previous employees of Seneca Hills do not need to fill out this form if it is on file.
Certificate of Residence	Local tax will be withheld from each paycheck at either the withholding rate of your home address tax rate or the tax rate of the business address, whichever is higher. Previous employees need not fill out a new form if they have not moved since the last time they filled out the form.
Local Service Tax Exemption	Everyone working in PA is subject to PA state and local income taxes as well as the \$10 Local Services Tax. However, you may be exempt from this \$10 tax under certain circumstances. Will you make under \$1000 this year at all places of employment combined? If yes, you are exempt from the LST tax under option 2 on the exemption form. Mark option 2 with an "X." If you worked somewhere last year, attached copies of your W-2's to the form as substantiation that you will make under \$1000 this year. If this is your first job ever, write "1st job" near the Option 2 line. Have you worked somewhere else already in 2013 and paid the Local Service Tax? This tax is sometimes listed as Occupational Privilege (or Occ Priv). If you have, put an "X" by option 1 on the LST exemption form and attach a copy of one of your pay stubs from 2012 indicating the tax was paid.
Heath & Waiver Form	Please note we require that you have a physical at least every two years. This form must also be signed by your parents if you are under 18.
Work Permit Do I Need One?	Everyone working in PA under the age of 18 is required to have a PA Work Permit. Please answer the following questions to determine what type of permit you need and the necessary steps to obtain it. Please note, a PA permit is required even if you live in another state. Have you worked for Seneca Hills in the past? If yes, you do not need a new Work Permit. The one we have on file is sufficient. Is this your first job? If yes, you need to obtain a Work Permit (see instructions below). Have you had a job, but this is the first time you have worked at Seneca Hills? If yes, and your permit is blue, you need to provide us with a copy of your blue work permit. If yes, and your permit is yellow, you need to obtain a new work permit for Seneca Hills (see instructions below).
Work Permit Steps to Obtain One	Please note this process is long and involved. Start early so that you can complete all the steps prior to Staff Training. Step 1 Your parent or guardian must obtain a work permit from a Pennsylvania high school for you. If it is not possible for your parent or guardian to go to a Pennsylvania high school, then an Attestation Document must be obtained from a Step 2 You must obtain a physical and a Physician's signature. Step 3 You must bring (or mail) the PA Work Permit application to the Seneca Hills Office to be completed. Seneca Hills will return the permit to you. Step 4 You must take the application back to the school for final processing. Step 5 You must bring the actual PA Work Permit to Seneca Hills for our review. If it is a temporary yellow card, we will keep it. If it is a blue permanent card, we will copy it and return it to you.
Support Raising Opportunities	Once hired, you are given the opportunity to supplement your salary by raising support. 100% of funds you raise, less payroll taxes, will be paid to you at the end of the summer. Instructions and sample support letters will be available on the website at www.senecahills.com .
Paperwork Questions	Please do not hesitate to call or email the Seneca Hills Office if you have questions concerning staff paperwork. The Office is typically open Monday - Friday, 9 am - 5 pm.