

## Work-Based Learning Experience Payroll Guidance

Upon arranging a WBLE (Job Shadow, Trial Work Period) that a participant will be paid for, the following documents need to be completed and submitted to [Charles.A.Lewis@doe.nh.gov](mailto:Charles.A.Lewis@doe.nh.gov) for review *a minimum of three business days prior* to any anticipated experience start date:

- ❖ VRNH PE Participant Placement Form
- ❖ USCIS Form I-9 (Employment Eligibility Verification)
- ❖ USIRS Form W-4 (Employee's Withholding Certificate)
- ❖ McIntosh PE Payroll Verification Form
- ❖ McIntosh Emergency Contact Form

Note that only the first section of the I-9 needs to be completed, the second section will be completed by others.

Along with having the first section of the I-9 completed, we will require *clear, readable* photocopies or PDF scans of supporting documents (generally a state ID or driver license and social security card) from the lists on page two of the I-9.

Once a participant begins their work experience, a weekly timesheet needs to be submitted to process payroll.

- ❖ VRNH PE Participant Timesheet

Should the participant be placed within a business requiring a background check to be performed complete the following:

- ❖ Global HR Research Release Form

All blank forms can be located by counselors at:

[DOE Shared Data \(S:\) > Common > WBLE Payroll Guidance](#)

### **VRC's:**

Upon receiving a placement notification from a CRP, please be sure to authorize a 'Work-Based Learning Wage Reimbursement (Adult)' at the rate of **\$15.84** for **McIntosh Personnel Svcs.**, for the *total projected number of hours* of the experience + 10%.

Our 'employer of record' provides all *liability* and *workman's comprehensive* insurance, and **no** onsite activities should be performed until you are notified that these are in effect.