STUDENT PAYROLL FORM

NAME:______________________________ I.D. # ________________________

DEPARTMENT:_______________________ STUDENT BOX # ______________

PLEASE CHECK APPROPRIATE BOX:

(   )  FULL TIME UNDERGRADUATE STUDENT

(   )  OTHER (PLEASE SPECIFY) __________________________________________

PLEASE CHECK APPROPRIATE BOX FOR THE ACCOUNT # TO BE CHARGED:

(   )  19130  COLLEGE WORK STUDY

(   )  19120  UNION COLLEGE WORK PROGRAM

(   )  ____  DEPARTMENT OR GRANT BUDGET

HOURLY RATE OF PAY ________________ EFFECTIVE DATE_____________

LUMP SUM AMOUNT ________________ EFFECTIVE DATE_____________

RATE CHANGE FROM ________ TO ________ EFFECTIVE DATE_____________

UPON HIRE, VERIFY IF THE STUDENT HAS WORKED FOR THE COLLEGE IN THE PAST. IF THIS IS THEIR FIRST COLLEGE EMPLOYMENT, THE STUDENT MUST GO TO HUMAN RESOURCES TO FILL OUT A W-4, I-9 AND DOL PAYRATE CERTIFICATION FORM BEFORE THE STUDENT CAN START WORKING. STUDENTS WHO HAVE SUCCESSFULLY COMPLETED THEIR PAPERWORK WILL RECEIVE A “CLEARED TO START WORK” CARD FROM HUMAN RESOURCES.

APPROVALS:

_______________________________________ ____________________
STUDENT SUPERVISOR     DATE

_______________________________________ ____________________
FINANCIAL AID      DATE