

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