

UNION COLLEGE

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 (Describe work to be done) _____

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 the new hire paperwork **before** the student can start working. Students who have successfully completed their paperwork will receive a "Cleared To Start Work" form from Human Resources.

Approvals:

Student Supervisor Date

Financial Aid (HR if charging Dept/Grant budget) Date