

Biweekly-Paid Student/Part-time Employee Authorization Form

Banner ID: _____ Name: _____
Last First Middle

Foreign National: Yes No Work Study Student: Yes No Tutor/Mentor: Yes No

Home Org: _____ Home Department: _____

Check Distribution: _____ District/Div: _____ Location ID: _____

Begin Date: _____ End Date: _____

Position #: _____ Suffix #: _____ Title: _____

FTE: _____ Hourly Rate: _____ Estimated Hours of Pay: _____

Supervisor ID: _____

Comments:

Approval Signatures (**Must have two signatures**):

Hiring Department/Supervisor

Dean/Director/Department Head

Provost/Vice President

Date Prepared: _____ Prepared by: _____ Phone #: _____

Notify EPAF Approval GID: _____ Received I9: _____ Date: _____
(Student or Workstudy Employee)

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Revised 12/2018

Please complete this form for any new hire student or other part time biweekly paid employee and attach a copy of the Social Security Card, Personnel Data Form, I9 and any other supporting documents and forward to the appropriate office.

Student – Department of Human Resources, 1550 East Glenn Ave.
Workstudy – Workstudy Office, 203 Martin Hall
Other – Department of Human Resources, 1550 East Glenn Ave.

Name: as it appears on the Social Security Card.

Home Departmental Organization: a 6 digit number assigned by finance.

Check Distribution: an alpha/numeric code where the check advice will be sent.

District/Division: a 3 digit number for the division this department reports to.

Location ID: a 6 digit number to show the location of the job. This is used for mail outs.

Begin date: the date the job begins.

End date: the date the job is expected to end.

Position number: the departmental position the employee is assigned to.

Suffix: a 2 digit number.

Title: the title given the employee if different from the Position title.

FTE: Percent of time of the appointment

Hourly rate: rate the employee is to be paid

Estimated Hours of Pay: Average hours the employee normally works during the pay period.

Comments: any additional information necessary to the reason for the appointment.

Approval signatures: signatures from the Department, Dean & Provost offices.

Date Prepared: the date the form was prepared.

Prepared by: the name of the person who prepared the form.

Phone number: the number where the person who prepared the form can be reached.

Notify EPAF Approval GID: Global ID of the person to receive the FYI notification that the EPAF has been applied to the system. Ex: mouseml