

School of Architecture, Planning, and Preservation

Payroll Action Request UNIT: _____

Today's Date: _____

* This form must be completed entirely *

Name: _____ (Please print clearly) SSN: _____
Date of Birth: _____

Home address: _____

Campus address: _____ Email: _____

Race: _____ Sex: Male - Female

US citizenship Yes or No (if no complete below):
Visa Status Permanent Resident H1 J1 F1 Alien # for PR: _____

A. New Employment

Faculty Title: _____ 9 month or 12 month (circle one)
Graduate Students (please circle one) GRA or TA Step I II III (circle one)
Salary: \$ _____ Effort % _____ Hourly Rate \$ _____ Max # Hours _____
Funding source (KFS) _____
Date of Hire: _____ Expiration Date: _____
Job Description: _____

B. Graduate Student new Employment

Salary \$ _____ Effort% _____
KFS source _____ State other (please specify) _____ fdddd _____
Date of Hire: _____ Expiration Date: _____

C. **Hourly Student New Employment** Grad _____ (min \$11.00 Max \$19.22) U/Grad _____ (min \$11.00 max \$15.00)

Date of Hire: _____ Expiration Date: _____

- wage exception form MUST BE attached if over & above student hourly rate

KFS # _____ State Other (please specify) KFS # _____

E. Separation/Termination

Separation Date: _____

** A copy of resignation/termination letter must be attached to this form to be processed. Please inform your employee they must return their keys, parking permit and ID card on their last day of work

Employee signature _____ Date _____

Supervisor Signature _____ Date _____