

<b>STUDENT / TEMPORARY PAYROLL AUTHORIZATION</b>				<b>DEPARTMENT</b>		
<b>PERSONAL INFORMATION</b>	NAME			TU IDENTIFICATION NUMBER		
	ADDRESS			CITY	STATE	ZIP
	PREVIOUSLY EMPLOYED AT TU?			IF YES, GIVE DATES:		PHONE NUMBER
	CHECK ONE BOX: <input type="checkbox"/> YES <input type="checkbox"/> NO					AREA CODE      NUMBER
<b>ADDITIONS/CHANGES</b>	CHECK ONE BOX: <input type="checkbox"/> Temporary/Other <input type="checkbox"/> Hourly			<input type="checkbox"/> Undergraduate Student		<input type="checkbox"/> Hourly Graduate Student
				All undergraduate students are hourly employees		For monthly awards, use Graduate Student Payroll Authorization Form and submit it to the Graduate School
	RATE OF PAY		CHECK ONE BOX:		NORMAL HOURS PER WEEK	DAYS PER WEEK
	\$		<input type="checkbox"/> HOURLY <input type="checkbox"/> MONTHLY <input type="checkbox"/> SEMESTER			
	EFFECTIVE START DATE				EFFECTIVE END DATE	
<b>ACCOUNT NUMBER</b>						
<b>TERMINATION/ RESIGNATION</b>	CHECK ONE BOX: <input type="checkbox"/> TERMINATION <input type="checkbox"/> RESIGNATION			EFFECTIVE END DATE		
	REASON					
<b>JOB DESCRIPTION</b>						
<b>JOB LEVEL</b>	JOB CLASSIFICATION LEVEL			YEARS IN POSITION		
<b>APPROVAL</b>	SUPERVISOR (PLEASE PRINT NAME)		SUPERVISOR'S SIGNATURE		EXT. #	APPROVAL DATE
	RESEARCH DEPT (PLEASE PRINT NAME)		RESEARCH DEPT SIGNATURE		EXT. #	APPROVAL DATE
<b>PAYROLL USE ONLY</b>	EMPLOYMENT APPROVAL		BUDGET APPROVAL		POSITION NUMBER	
	ENROLLMENT STATUS	FOREIGN STATUS	W-4 VERIFIED		I-9 COMPLETE	SET-UP DATE & INITIALS
<b>SUBMIT FORM TO HUMAN RESOURCES (PAYROLL) BEFORE EMPLOYMENT BEGINS</b>						
<b>THE UNIVERSITY OF TULSA IS AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER</b>						