



**STUDENT PAYROLL AUTHORIZATION/SETUP FORM**

**DIRECTIONS:** Prior to beginning work, a criminal background check must be passed and all forms as outlined below must be complete and turned in. The supervisor should fill out Part 1 before having the student fill out Parts 2-4. After the information has been filled out, attach the form to the rest of the necessary payroll documents and give to the Campus Administrative Assistant.

**1.) JOB INFORMATION**

Work Study or Regular Payroll?	<input type="checkbox"/> Regular <input type="checkbox"/> Work Study - Fall Award Amount \$_____ Spring \$_____		
	(If Regular Payroll, the funds come completely from Department budget) Total \$_____		
JOB START DATE:		JOB END DATE:	
Campus/Division:			
HIRING DEPARTMENT:			
JOB TITLE:			
DUTIES (if more than 2 lines, attach another page):			
HOURLY RATE:		EXPECTED HOURS/WEEK:	
SUPERVISOR (Time Approver):		BACKUP SUPERVISOR:	
FUNDING:			
	FUND (ex: 103, 104, 128, etc)	DEPARTMENT	PROGRAM

**2.) EMPLOYEE INFORMATION:**

FULL LEGAL NAME:	
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**3.) EMPLOYEE CONTACT INFORMATION:**

Mailing Address - Street:	
Mailing Address - City, State Zip Code	
Phone Number:	
Personal Email Address:	

**4.) EMPLOYEE EMERGENCY CONTACT INFORMATION:**

EMERGENCY CONTACT:	
PHONE NUMBER:	

**Appointment Conditions:** Student employees are considered at will appointments, and the institution may terminate the appointment without notice at any time provided the reason is not prohibited by law. By signing this form, you are indicating that you qualify for student employment as defined in UW-System Policy: <https://www.wisconsin.edu/financial-administration/financial-administrative-policies-procedures/gapp-numeric-index/g18-employment-of-student-help/>

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERVISOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**FORMS TO BE COMPLETED BEFORE HIRE:**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> I9 (requires in person form(s) of Identification)  | <input type="checkbox"/> ENROLLMENT VERIFICATION     |  |
| <input type="checkbox"/> CRIMINAL BACKGROUND CHECK                          | <input type="checkbox"/> ACA Student Hours Agreement | <input type="checkbox"/> SELECTIVE SERVICE |
| <input type="checkbox"/> W4 (with disability, veterans, and ethnicity data) | <input type="checkbox"/> DIRECT DEPOSIT              |  |

RADAF REVIEW: \_\_\_\_\_ DATE: \_\_\_\_\_