

Department of Biology Payroll Authorization

Action:

Employee Type

Regular Appointment

- Hourly**
 - Departmental support
 - Federal Work Study

- Grad Student I, II, or III***
 - Research Grad Assistant
 - 22 Pay (9 Month)
 - 26 Pay (12 Month)
 - Teaching Grad Assistant
 - 22 Pay (9 Month)

- Staff**
 - Exempt
 - Nonexempt

- Faculty:** Benefits not negotiable. (full)
 - Non-Paid Appointment
 - 22 Pay Appt. (9 Month)
 - 26 Pay Appt. (12 Month)
 - Contractual Appointment

Contract Appointment

*LIST JOB DUTIES ON BACK OF
PAYROLL AUTHORIZATION*

Please Select Contract Benefits:

- Health Benefits
- Tuition Remission
- Retirement Benefits
- Annual Leave (10 days)
- Sick Leave (5 days)
- Holiday Leave (8 days)
(New Year's, MLK Day, Memorial Day,
July 4, Labor Day, Thanksgiving Day,
Day after Thanksgiving, Christmas)
- Merit (optional)

Name: Social Security #:

Address:

City State: Zip:

Home Phone: E-mail:

Job Title: FRS#: Exp. Date:

Salary: % of time Start Date: End Date:

Citizenship: Race: Time Entry Group:

Office Address: Bldg# Room# Phone

P.I. Name P.I. Signature _____ P.I. Phone

Biol Payroll Services: Rec'd on _____