

# UNION COLLEGE

## STUDENT PAYROLL FORM

Use this form to report employment of a full-time undergraduate student to HR and Payroll

Name: \_\_\_\_\_ I.D. # \_\_\_\_\_ Student Box # \_\_\_\_\_

Department: \_\_\_\_\_ Division: \_\_\_\_\_

Work Arrangement:      On-Site Occasionally      On-Site Routinely      Remote

Please Check Appropriate Box For The Account # To Be Charged:

- 19130      College Work Study
- 19120      Union College Work Program
- \_\_\_\_\_      Department or Grant Budget (Describe work to be done)
- \_\_\_\_\_

Hourly Rate of Pay \_\_\_\_\_ Effective Date \_\_\_\_\_

Rate Change From \_\_\_\_\_ to \_\_\_\_\_ Effective Date \_\_\_\_\_

Upon hire, verify if the student has worked for the College in the past. If this is their first College employment, the student **MUST** go to Human Resources to fill out the new hire paperwork **before** the student can start working. Students who have successfully completed their paperwork will receive a "Cleared To Start Work" form from Human Resources.

### Approvals:

\_\_\_\_\_  
Student Supervisor (printed or typed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR (if charging Dept/Grant budget)

\_\_\_\_\_  
Date

Please send completed forms to [blesinj@unoin.edu](mailto:blesinj@unoin.edu) for initial review. You may also contact [payroll@union.edu](mailto:payroll@union.edu) for questions.