



NEW POSITION

CHANGE (highlight chg)

TERMINATION

SECTION I (Department)

SMU ID _____ EMPLOYEE NAME: _____ DEPT CONTACT: _____
Must be name on Social Security Card Name & Phone

SS#: _____ HOME BASE NAME: _____ HOME BASE ORG: _____ ROUTING CODE: _____

BEGIN DATE: _____ END DATE: _____ These dates must match the pay period dates or first and last pay will be prorated

ONE TIME PAYMENT AMOUNT ACCT FOR ONE TIME: OCS
FUND ORG PROJECT ACCOUNT

SECTION II (To be completed by student)

NONRESIDENT ALIEN STUDENT: I understand that I cannot work more than 20 hours a week while classes are in session without jeopardizing my student and/or visa status. My visa status is _____
I also understand that if I am from a treaty country, I must complete a Form 8233 in order to claim the treaty. My country is _____

MULTIPLE JOB: I already have a job on campus. I may have no more than three (3) jobs and I will notify all supervisors if changes are made.

They are: 1) _____ 2) _____ 3) _____
Department - Contact Person - Phone Department - Contact Person - Phone Department - Contact Person - Phone

Employee Signature _____ Date _____ NOTE: FICA Status can change if student is not enrolled in present semester

SECTION III (Dept completes A&C)																		EARNING DISTRIBUTION			
A) TO BE COMPLETED BY DEPT																		C) TO BE COMPLETED BY DEPT			
BiWkly Hrly Rate \$																		FUND	ORG	PROJECT	
JOB CODE	REG/ TEMP	EMP CLS	STD H	FT/ PT	PAY GROUP	EMP TYPE	LOC	HOL SCH	FICA** STATUS	RATE CODE	FREQ	FRINGE CODE	EARN CODE	ACCT CODE	FWS						
	SMU Grad Regular		804	TEMP	Grad	20	PT	B26	H	SMU	STU	EXMPT	NAHRLY	H	6206	GT1	6166	N/A			
	SMU Grad Regular (NRA)		804	TEMP	Grad	20	PT	B26	H	SMU	STU	EXMPT	NAHRLY	H	6206	GF1	6166	N/A			
BiWkly Flat Rate \$																					
	Teaching Assistant (US)		804	TEMP	Grad	20	PT	B26	S	SMU	STU	EXMPT	NAANNL	B	6206	TA1	6164	N/A			
	Teaching Assistant (NRA)		804	TEMP	Grad	20	PT	B26	S	SMU	STU	EXMPT	NAANNL	B	6206	TF1	6164	N/A			
	Research Assistant (US)		804	TEMP	Grad	20	PT	B26	S	SMU	STU	EXMPT	NAANNL	B	6210	GRA	6165	N/A			
	Research Assistant (NRA)		804	TEMP	Grad	20	PT	B26	S	SMU	STU	EXMPT	NAANNL	B	6210	FGR	6165	N/A			
SECTION IV																		FOR USE OF THE OFFICE OF STUDENT EMPLOYMENT ONLY			
BiWkly Hrly Rate \$																					
	Grad Federal Work Study		804	TEMP	Grad	20	PT	B26	H	SMU	STU	EXMPT	NAHRLY	H	6206	FW1	6168				
	Grad Comm Service		804	TEMP	Grad	20	PT	B26	H	SMU	STU	EXMPT	NAHRLY	H	6206	CS1	6169				
	Grad Read Tutor(RISD/ICE)		804	TEMP	Grad	20	PT	B26	H	SMU	STU	EXMPT	NAHRLY	H	6206	RT1	6169				
SECTION V																		FOR ASSISTANTS PAID ON GRANTS ONLY - MUST BE APPROVED BY GRANT ACCOUNTING			
Monthly Flat Rate \$																		GRANT NUMBER			
	Teaching Assistant (US)		804	TEMP	Grad	20	PT	M12	S	SMU	STU	EXMPT	NAANNL	M	6206	TA1	6164	N/A			
	Teaching Assistant (NRA)		804	TEMP	Grad	20	PT	M12	S	SMU	STU	EXMPT	NAANNL	M	6206	TF1	6164	N/A			
	Research Assistant (US)		804	TEMP	Grad	20	PT	M12	S	SMU	STU	EXMPT	NAANNL	M	6210	GRA	6165	N/A			
	Research Assistant (NRA)		804	TEMP	Grad	20	PT	M12	S	SMU	STU	EXMPT	NAANNL	M	6210	FGR	6165	N/A			

TOTAL AWARD AMOUNT \$ ~ ON FILE: ~ I-9/Work Authorization Direct Deposit

SECTION VI

Dept Head _____ Date _____ Provost _____ Date _____

Fin Officer _____ Date _____ Grant Acct _____ Date _____

Vice Pres _____ Date _____ Fed Wrk Stdy _____ Date _____