Southern Methodist University

PAYROLL DEPARTMENT

SMU STUDENT WORKER PAYROLL AUTHORIZATION FORM

revised July 2012

☐ **NEW JOB** ☐ **RENEWAL or Continuation of Job** ☐ **CHANGE to Existing Job** ***[highlight change(s) below]*** ☐ **EARLY TERMINATION**

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

BEGIN DATE: _____ **END DATE:** _____ **HOME BASE:** _____ (ORG# DEPARTMENT NAME) _____ (Record #)

JOB and PAY RATE		JOB CODE	REG/ TEMP	EMP CLS	STD HR	FT/ PT	PAY GROUP	EMP TYPE	LOC	HOL SCH	FICA STATUS	RATE CODE	FREQ B / M	FRINGE CODE	EARN CODE	ACCT CODE	Work Study	EARNING DISTRIBUTION		
BiWkly Hrly Rate $		** UNDERGRADUATE STUDENT **																FUND	ORG	PROJECT
	Student Worker (US)	803	Temp	Undrg	20	PT	B26	H	SMU	STU	EXMPT	NAHRLY	B		SR0	6161	No			
	Student Worker (Internat'l)	803	Temp	Undrg	20	PT	B26	H	SMU	STU	EXMPT	NAHRLY	B		STN	6161	No			
	Federal Work Study	803	Temp	Undrg	20	PT	B26	H	SMU	STU	EXMPT	NAHRLY	B		FW0	6168	Yes			
	Skills Program	803	Temp	Undrg	20	PT	B26	H	SMU	STU	EXMPT	NAHRLY	B		SK0	6163	No			
	URA Program: Work Study	803	Temp	Undrg	20	PT	B26	H	SMU	STU	EXMPT	NAHRLY	B		FR0	6168	Yes			
	URA Program: Non-Workst.	803	Temp	Undrg	20	PT	B26	H	SMU	STU	EXMPT	NAHRLY	B		NR0	6163	No			
BiWkly Hrly Rate $		** GRADUATE STUDENT **																FUND	ORG	PROJECT
	Student Worker (US)	804	Temp	Grad	20	PT	B26	H	SMU	STU	EXMPT	NAHRLY	B		GT0	6166	No			
	Student Worker (Internat'l)	804	Temp	Grad	20	PT	B26	H	SMU	STU	EXMPT	NAHRLY	B		GF0	6166	No			
	Federal Work Study	803	Temp	Grad	20	PT	B26	H	SMU	STU	EXMPT	NAHRLY	B		FW0	6168	Yes			
BiWkly Flat Rate * $		** GRADUATE STUDENT **																FUND	ORG	PROJECT
	Teaching Assistant (US)	804	TEMP	Grad	20	PT	B26	S	SMU	STU	EXMPT	NAHRLY	B	6206	TA0	6164	No			
	Teaching Assistant (Internat'l)	804	TEMP	Grad	20	PT	B26	S	SMU	STU	EXMPT	NAHRLY	B	6206	TF0	6164	No			
	Research Assistant (US)	804	TEMP	Grad	20	PT	B26	S	SMU	STU	EXMPT	NAHRLY	B	6210	GRA	6165	No			
	Research Assistant (Internat'l)	804	TEMP	Grad	20	PT	B26	S	SMU	STU	EXMPT	NAHRLY	B	6210	FGR	6165	No			
FOR ASSISTANTS PAID ON GRANTS ONLY - MUST BE APPROVED BY GRANT ACCOUNTING																				
Monthly Flat Rate * $		** GRADUATE STUDENT **																FUND	ORG	GRANT #
	Teaching Assistant (US)	804	TEMP	Grad	20	PT	M12	S	SMU	STU	EXMPT	NAANNL	M	6206	TA0	6164	No			
	Teaching Assistant (Internat'l)	804	TEMP	Grad	20	PT	M12	S	SMU	STU	EXMPT	NAANNL	M	6206	TF0	6164	No			
	Research Assistant (US)	804	TEMP	Grad	20	PT	M12	S	SMU	STU	EXMPT	NAANNL	M	6210	GRA	6165	No			
	Research Assistant (Internat'l)	804	TEMP	Grad	20	PT	M12	S	SMU	STU	EXMPT	NAANNL	M	6210	FGR	6165	No			

*** TOTAL AWARD AMOUNT $** _____ **~ ON FILE: ~** ☐ **Form I-9 **An International student must visit HR each academic year**** ☐ **Direct Deposit**

☐ **ONE TIME PAYMENT** **AMOUNT $** _____ **ACCT FOR ONE TIME PAY:** _____ (FUND ORG PROJECT ACCOUNT)

HR Approval for One Time Payment: _____

APPROVALS

Department Rep. _____ **Date** _____ **P.I. (only for Grant)** _____ **Date** _____

Financial Officer _____ **Date** _____ **Grant Accounting** _____ **Date** _____

International Office _____ **Date** _____ **Work Study Program** _____ **Date** _____