



Student Success Business Office
Student Payroll Request Form

Date Received: _____

This form is used to hire new student employees, to re-hire a former students, to make changes to current employees, or to end an employee's assignment. Submit completed form and applicable documents (I-9) to the Student Success Business Office.

STUDENT TO COMPLETE THIS SECTION

Employee Name: _____ UK ID #: _____

Address for Tax Forms (W-2): _____

City: _____ County: _____ State: _____ Zip: _____

Phone: _____ E-mail Address: _____

Date of Birth: _____

Are you employed in another department on campus? Yes No
 If yes, Name of Department: _____ Phone: _____

Emergency Contact Name: _____ Phone: _____

DEPARTMENT / SUPERVISOR TO COMPLETE THIS SECTION

Action Requested:
 Add to Payroll Change to account (*ex. pay rate, FTE, position*)

Start Date: _____

Direct Supervisor: _____

Work Address: _____

End Assignment
End Date: _____
Personnel Number: _____
Reason: _____ <i>(ex. graduated, other work, etc.)</i>

Pay Status: Biweekly Hourly Biweekly Exempt (Graduate Asst., Teaching Asst., Fellowship, etc.)

Estimated hours per week: _____ Personnel Number: _____

Position Name: _____ Position Number: _____

Pay Rate: _____ Cost Center / WBS Element: _____

**If split cost distribution, please add details under Comments below*

Requested by: _____ Date: _____

Approved by: _____ Date: _____

Comments: