NON-RESEARCH STUDENT WORKER/WAGE EMPLOYEE PAYROLL ACTION

To: **Ronald G. Carter/Teresa C. Wyatt**

From:

Date:

We have offered _____ a position as a Student Worker in the Chemistry Department. Start date will be_____. **

She/He will work approximately _____hours a week at a starting rate of pay of $_____per hr. If applicable, she/he will replace_____. Terminated date _____.

Student's Full Legal Name: _____

Student's Email Address: _____

Student's UIN: _____

Account Number: _____

Does Student have a Social Security Number?   Yes___   No___

Is Student Registered for TAMU Classes?   Yes___   No___

_____ Audio Visual/Multi Media   _____ Organic Stockroom

_____Clerical/Accounting   _____ Research Stockroom

_____ Computer   _____Security

_____ FYP Stockroom   _____ Other (explain)_____

Approved/Not Approved

_____

Date:_____

**request to hire foreign national must be approved prior to effective date of employment.

IMPORTANT: TAMU Payroll Services will not process anyone onto payroll without a background check clearance. Individuals must complete payroll processing before work begins.

02/26/2021