

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___

_____ Lab Research

_____ Computer

_____ Clerical

_____ Other

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.