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.