

FSC Payroll Action Request Form - Student

*****I-9, W-4, and Direct Deposit Authorization are not processed by the FSC*****

Date to FSC: _____

Date of Hire: _____

Dept./Contact: _____

SpeedType: _____

Employee Information:

Employee Name: _____

Employee ID #: _____

BGC Box

1. Is a BGC needed? Yes No

2. BGC completion date _____

Must be filled out:

Student Hourly or Work Study

Has this person ever worked for CU? Yes No*

***If no, please include new hire paperwork (personal information worksheet and emergency contact sheet)**

Job Information:

Job Code: _____ Title: _____ Pay Rate: _____ (must fall within title range)

Supervisor Name: _____ Supervisor Emp. ID #: _____

Term(s) AY Fall Spring Summer

Comments:

TITLE	JOB CODE	MINIMUM	MAXIMUM
Student Assistant I	4101	\$ 8.23*	\$10.31
Student Assistant II	4102	\$10.04	\$11.55
Student Assistant III	4103	\$11.25	\$12.94
Student Assistant IV	4104	\$12.60	\$14.49
Student Assistant V	4105	\$14.11	\$16.23
Student Assistant VI	4106	\$15.80	\$22.28

*** State of Colorado minimum wage is \$8.23, effective January 1, 2015**

For FSC Use Only

Processed By: _____ Date: _____ Position Number: _____