



instructions: ALL TRANSACTIONS MUST INCLUDE SOCIAL SECURITY NUMBER AND NAME. With this form you can add an employee to the university payroll (complete items 1, 2, 3, 4, 8, and 9). Always complete items 1, 8, and 9. See the back of this form for instructions.

1. STUDENTS SSN: _____ 3-11
Name: (Last) _____
(First) _____
(M.I.) _____
(Suffix) _____ 12-41
Class/College _____
Student Code U _____ 50

2. AA ADD EMPLOYEE
Sex: M F (circle one) 42
Race: W B H A I 0 (circle one) 43
Date of Birth: ____/____/____ 44-49
County Code: 01 69-70

3. AC ADD EMPLOYEE
Corp ID: 001 12-14
Original Hire Date: ____/____/____ 34-39

4. AG Assignment
Job Code: _____ 12
Assignment #* _____ 13-15
Assignment Begin Date: ____/____/____ 16-21
Assignment End Date: ____/____/____ 22-27
Start Event Code: A b 28-29
Prior Assignment Code Link: _____ 30-32
Position Number: _____ 33-38
FTE: _____ 39-41
Std. Hours: _____ 42-44
Assignment Earnings Code: 0 _____ 45-47
Pay Rate: --- _____ 48-54
occupation Code: 70070 _____ 58-62
Assignment Extend Date: ____/____/____ 63-68
TKL: _____ 69-71
Annual Contract Rate: _____ 72-80

5. AT ASSIGNMENT TERMINATED
Job Code: _____ 12
Assign NBR/Code: _____ 13-15
Assignment End Date: ____/____/____ 16-21
Stop Event Code: _____ 22-23

6. ET EMPLOYEE TERMINATION
Termination Date: ____/____/____ 16-21
Termination Reason: _____ 26-28

60. Stgs Deduct Code: _____ 13-15
Stgs Deduct Amt: _____ 29-35
Start Date: ____/____/____ 65-70
End Date: --- ____/____/____ 71-76

70. Stgs Benefit Code: _____ 13-15
Stgs Benefit Amt: _____ --- 29-35
Start Date: ____/____/____ 65-70
End Date: ____/____/____ 71-76

7. 11 RETIREMENT CODE
Retirement Code: ZX 67-68

8. 22 CONTACT PERSON
Work Phone: (352) _____ 12-21
Campus P. O. Box: _____ 32-37
Campus (room) _____ 42-46 (bldg) _____ 47-51
Off-Campus _____ 53-72
(street address)

9. Dept/Proj Name: _____
Dept/Proj Number: _____
Approved By _____ Date
Approved by Law School when applicable _____ Date
Dept Contact Person: _____

INSTRUCTIONS

SECTION 1 - Always check the student's Social Security number against his/her Social Security card. The employee's name must be recorded exactly as it appears on the card. **Suffix:** for Jr., 11, 111, etc.

Class/College: enter the student's class and college, e.g., 4JM for a senior in Journalism.

SECTION 2- ADD EMPLOYEE: Race: W = Caucasian, B=Black, H Hispanic, A = Asian, I = American Indian, O Other. **Date of Birth:** enter six digits, e.g., 05/20/98 for May 20, 1998.

SECTION 3- ADD EMPLOYEE: Original Hire Date: Date employee was hired.

SECTION 4- ASSIGNMENT: before assigning students, be sure they have a work permit. **Job Code:** Q=Federal Work-Study, B=OPS, Y=Student Government-elected officials or flat-rate housing students, X=lump sum payment. **Assignment No.:** use 999 for all new appointments and changes. **Assignment Begin Date:** date the employee can begin work. **Assignment End Date:** last day that an employee may work. **Prior Assignment Code Link:** fill in the old assignment. Please note: under no circumstance are you to link Federal Work-Study accounts. Also, never link when paying a student a "lump sum" payment. Find the old assignment code by looking it up on your departmental display screen. If you don't have a terminal, check with your dean or department head. If you're not sure, leave blank. **Position Number:** enter the six-digit OPS departmental position number assigned to you by Finance and Accounting. **FTE:** percentage of time the student will be working on the assignment. **Standard Hours:** the number of hours a student may work bi-weekly, as shown on the student's work permit. Always use 80.00 when paying a student a "lump sum" payment. **Assignment Earnings Code:** 026=Housing; 027= FWS; 028= OPS; 029=Student Government; 712 = Lump Sum. **Pay Rate:** enter the hourly rate of pay if the Job Code is Q or B (e.g., \$5.15 per hour); enter a flat rate for personnel with Job Code Y; always enter "total dollars" when making a "lump sum" payment. **Occupation Code:** Use 700HS for Housing, 700SG for Student Government and 70020 for Lump Sum Payment. **Assignment Extended Date:** allows you to appoint beyond the end of the fiscal year. **Timekeeping Location (TKL):** location at which employee's time-input data is collected. **Annual Contract Rate:** Enter flat rate for Job Code X.

SECTION 5- ASSIGNMENT TERMINATED: completing this section does not terminate an employee from the university payroll, only from a specific assignment. **Job Code:** Q=FWS, B=OPS, Y=Housing and Student Government. **Assign NBR/Code:** the system-assigned payroll assignment number. **Assignment End Date:** last day student will be allowed to work on this assignment. **Stop Event Code:** indicates termination of student employee; is usually an 8.

SECTION 6- EMPLOYEE TERMINATION: complete this section to terminate an employee from the university payroll. **Termination Date:** last day a student will be allowed to work. **Termination Reason:** always use 604.

SECTION 60 AND 70: for Housing staff only.

SECTION 7- RETIREMENT CODE: Always use ZX for student assistants.

SECTION 8- CONTACT PERSON: Work Phone: the contact person's seven-digit work telephone number. **Campus (room) and building:** enter the contact person's local address, e.g., S-107 Criser Hall. **Campus P.O. Box:** enter contact person's campus box number, e.g., 114025. **Off-Campus Work Address:** Mailing address for off-campus employer-enter the street address, city, and ZIP code.

SECTION 9- DEPT/PROJ. NAME: your department name. **Dept/Proj. Number:** your eleven-digit departmental account number issued by Finance and Accounting. **Approved by:** you or a departmental representative should sign and date. **Approved by Law School when applicable:** Law School, located at 161 Holland Hall, P. O. Box 117628, must approve all law students'(1-3 LW) *SP-100* transactions. **Dept. Contact Person:** the person in your department we can contact about this appointment.

Please send one copy of this SP-100 to the Student Employment Office, S-107 Criser Hall, P. O. Box 114025. **Retain one copy for your records.**