Penn State Wage Payroll Appointment Form

NAME: _____
First Middle Last

SEX: _____ **COUNTRY CITIZENSHIP:** _____

RACE/ETHNIC (choose one):

____ Asian of Pacific Islander (ASN) ____ Black (BLC)
____ Hispanic (HSP) ____ American Indian (IND)
____ White (WHT)

SUPERVISOR: _____ **DIRECT RELATIVE: Y or N**

COUNTY: _____

CED SIGNATURE _____

DATE APPOINTMENT BEGINS:_____
(Employee may not begin working until the supervisor receives notification that the employment documents have been received and they are completed accurately.)

DATE APPOINTMENT ENDS: _____

TYPE OF EMPLOYMENT:

Casual (on call, may work one week and not the next) _____
Permanent (works set number of hours each week) _____

HOURLY RATE: _____ **HOURS PER WEEK:** _____

FULL TIME PSU STUDENT: _____Yes _____ No
COLLEGE FEDERAL WORK STUDY PROGRAM: _____ Yes _____ No
DIVERSITY OR SCHREYER INTERN PROGRAM: _____ Yes _____ No

DESCRIPTION OF DUTIES:

_____

_____

SOURCE OF FUNDING*: **Project Assignment Number: _____**
(Project numbers are attached for referencing)

_____ Grant administered at PSU (Budget _____ Fund _____)
_____ Grant administered in the county
_____ University funds (Identify source: _____)
_____ PSU/County pass through funds (county will be invoiced quarterly for wages and fringe benefits.)

***Please note: If the source of funding changes during the appointment, it is the supervisor's responsibility to inform Extension Payroll of this change. Wages that are charged to incorrect funding sources cannot be corrected after 30 days.**