

Please return completed  
form to Student  
Employment office in  
Human Resources.

**Non-Student Temporary Payroll Action Form  
(Less than 6 credits)**

Fall 2015 / Spring 2016 / Summer 2016

**Section 1: Complete all fields**

Name \_\_\_\_\_ ID # \_\_\_\_\_  
Current Home Address \_\_\_\_\_  
City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_ Campus PO Box \_\_\_\_\_  
Email \_\_\_\_\_ Phone \_\_\_\_\_

**Section 2: Choose only one**

Start date \_\_\_\_\_ End date \_\_\_\_\_

**\_\_\_\_\_ Temporary Worker (paid set amount of pay, requested by Special Pay Request)**

(Hired by dept. to work intermittently for special event or project, not continuous work each week)

- Account # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (please pay out of special pay account 612127)  
(Fund) - (department)

**\_\_\_\_\_ Other Temporary Hourly Worker (paid hourly rate of pay)**

- Account # \_\_\_\_\_ - \_\_\_\_\_ - 612125 (paid out of 612125 other wages account)  
(Fund) - (department)  
➤ Hourly rate of pay \$ \_\_\_\_\_ # hours/week \_\_\_\_\_

**\_\_\_\_\_ Temporary Regular Employee**

(Hired in departments for a short-term set period of time, at an hourly rate, without regular benefits)

- Account # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(Fund) - (department)  
➤ Hourly rate of pay \$ \_\_\_\_\_ # hours/week \_\_\_\_\_

**All non-student temporary workers must have an I9 and W4 on file in the payroll office.**

**All International temporary workers must have an International Eligibility Form on file in the payroll office.**

**Section 3: Complete all fields**

Supervisor Signature \_\_\_\_\_ Department \_\_\_\_\_  
Print Name: \_\_\_\_\_ Alternate Supervisor \_\_\_\_\_

*Please see back of page for instructions on forms to complete and payment request.*

**SEO/Payroll office only:**

\_\_\_\_ I9      \_\_\_\_ Direct deposit  
\_\_\_\_ W4      \_\_\_\_ IEC

POSD \_\_\_\_\_  
\_\_\_\_ ETAX      \_\_\_\_ Exempt/Non-exempt  
\_\_\_\_ Termed

## Employment Forms to Complete

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All Non-student Temporary employees are required to complete the following paperwork upon being hired. These forms must be completed and submitted to the Payroll Office prior to the employee's first day of work, in order for Payroll Office to process payroll checks.

1. Non- Student temporary Employee Payroll Action Form
2. Completed I-9 Form
3. Completed W-4 Form
4. Direct Deposit Enrollment Form
5. International Student Eligibility Form (International students only, required each semester)

**I-9 Form:** The Immigration Reform and Control Act of 1986 require all employers to verify the employment authorization and identity of each person hired. To satisfy the record keeping requirements of the law, all those employed must complete an Employment Eligibility Verification Form (I-9). It is the responsibility of each department to verify that these forms are on file in the Payroll office or completed before the student begins their first day of work. It is the responsibility of the employee to provide proof of citizenship status by providing documentation as listed on page 4 of the I-9.

**W-4 Tax Form:** Each person employed by Lee University must have a current W-4 (Employee's Withholding Allowance Certificate) on file with the Payroll Office.

**Direct Deposit Enrollment Form):** The most efficient and effective way to receive your paycheck is by having it direct deposited into your checking/savings account. Enrollment is free and must complete enrollment form and return to payroll office when hired. Please attach a voided check (no deposit slips) to the enrollment form.

**International Student Eligibility Form:** International students in lawful F-1 and J-1 status are eligible to work on campus if enrolled for a full course of study. Eligible international students must not work in excess of 20 hours per week due to visa restrictions. During semester breaks and during the summer semester international students may work more than 20 hours per week. Once offered a job, the international student must obtain a social security card from the Social Security Administration prior to working. International student workers must submit a International Eligibility Form to the payroll office that has been completed by HR and signed by Admissions each semester.

## Request Payment by Payroll Office

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1. Temporary Worker
  - a. Special pay request must be submitted to HR in Lower Simmons by noon on Mondays.
  - b. Request must include payee's ID number.
  - c. Request must include complete account number to be paid out of.
  - d. Request must include all signatures in order to be processed.
  - e. A budget revision may be required.
2. Other Temporary Hourly Worker
  - a. Employee must enter hours on webadvisor by the deadline set by the Payroll Office
  - b. Supervisor must approve hours on webadvisor by the deadline set by the Payroll office
3. Temporary Regular Employee
  - a. Employee must enter hours on webadvisor by the deadline set by the Payroll Office
  - b. Supervisor must approve hours on webadvisor by the deadline set by the Payroll office