

The University of Texas At Austin

Payroll Services Employee Information Form

CONDITIONS AND REGULATIONS FOR UNIVERSITY EMPLOYMENT

THE UNIVERSITY OF TEXAS I HEREBY AGREE AND ACKNOWLEDGE:

1. That my employment is undertaken subject to the state laws, Regents' *Rules and Regulations*, and local institutional rules, as amended.
2. that I have been furnished copies of the following:
 - a. Excerpts from Current Appropriations Bill. "Political Aid and Legislative Influence Prohibited".
 - b. Excerpts from standards of Conduct for State Officers and Employees (Acts 1973, 63rd Legislature page 1086, chapter 421, effective January 1, 1974).
 - c. House Bill 1673, Article 8, Acts 66th Legislature, 1979. Regular Session, State Purchasing and General Services Act—Property Accounting.
 - d. The General Policy statement of the Intellectual Property Policy Regulations of The University of Texas System as established in Part II, Chapter 12, Section 2 of the Regents' *Rules and Regulations*.

I. Employee Information

UT EID:

Required

_____ Date of Birth: Month _____ Day _____ Yr _____

Last Name: _____ First Name: _____ Middle: _____

II. Payroll Check Distribution (Please Mark Only One Box)

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(1) DIRECT DEPOSIT IN BANK (COMPLETE PART III BELOW).

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(2) CAMPUS MAIL – WILL BE SENT TO THE CAMPUS ADDRESS INDICATED BY * BELOW.

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(3) WILL PICK UP CHECK AT PAYROLL, MAIN BLDG., ROOM 134.

***ALL REGULAR EMPLOYEES MUST COMPLETE THESE TWO LINES:**

* 5-DIGIT CAMPUS MAIL CODE: _____ DEPARTMENT NAME: _____

* BUILDING & ROOM NO.: _____ E-MAIL ADDRESS: _____

III. Direct Deposit of Checks AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT

I hereby authorize The University of Texas at Austin to initiate credit, and, if necessary, debit adjustments for any credit entries in error to my account indicated below and the depository named below, hereafter called BANK to credit and/or debit the same to such account. This authority is to remain in full force and effect until the University has received written notification from me of its termination in such time and such manner as to afford the UNIVERSITY and BANK reasonable opportunity to act on it.

BANK NAME: _____ ROUTING NO.*: _____

CITY: _____ STATE: _____ ZIP: _____

ACCOUNT NO.: _____

TYPE OF ACCOUNT: () Checking OR () Savings

PLEASE ATTACH VOIDED PERSONAL CHECK (NOT A DEPOSIT SLIP)

*The routing number is printed on the lower left hand corner of your checks (the first nine digits). However, anyone wishing to direct deposit funds to a credit union or an investment account should contact their financial institution for proper ACH routing instructions.

IV. All Employees Must Complete this Part - Equal Employment Opportunity Information

SEX: MALE ☐ FEMALE ☐ ETHNIC GROUP: PLEASE CHECK OR CORRECT ONLY ONE

(1) _____ White (2) _____ American Indian or Alaskan Indian (3) _____ Black (4) _____ Asian or Pacific Islander (5) _____ Hispanic

V. Veteran Status (Optional)

Special Disabled Veteran _____ Veteran of the Vietnam era _____

REQUIRED: X

SIGNATURE

DATE

COMPLETED FORM SHOULD BE DELIVERED TO G0200 – PAYROLL – MAI 134.

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SPECIAL INSTRUCTIONS

Part I Employee Information:

Enter UT EID (required; if you do not have a UT EID, or you do not know if you have one, go to the UT EID Self Service Tools at <http://www.utexas.edu/eid>). Complete Date of Birth, and Name as it appears on your Social Security card.

Part II Check Distribution Instructions:

Checks to be deposited to a bank account are sent electronically if you complete Part III of this form (Authorization Agreement for Direct Deposit).

Part III Direct Deposit of Checks:

The authorization agreement authorizes us to reverse a deposit made in error. Employees who have a debit initiated will be notified. With payroll checks, this usually occurs because a department contacted us late in the month with information that an employee is not entitled to a full paycheck. These employees should usually be expecting a payment delay because they did not work the entire month. **This agreement only authorizes us to reverse a deposit. We are not authorized to remove any other funds from your account.** Questions concerning paychecks should be directed to Payroll Services at 471-5271.

It is important to verify the direct deposit with your financial institution *before* funds are withdrawn following the initial set-up, or a change in account number of financial institution.

Part IV Equal Employment Opportunity Information—DEFINITIONS:

- 1) *White* (not of Hispanic origin): Persons having origins in any of the original peoples of Europe, North Africa or the Middle East.
- 2) *American Indian or Alaskan Native*: Persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.
- 3) *Black* (not of Hispanic origin): Persons having origins in any of the black racial groups of Africa.
- 4) *Asian or Pacific Islander*: Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. This area includes, for example China, Japan, Korea, the Philippine Islands and Samoa.
- 5) *Hispanic*: Persons of Mexican, Puerto Rican, Cuban, Central or South America or other Spanish culture or origin, regardless of race.

Part V Veteran Status:

- 1) A **Special Disabled Veteran** is a veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Veterans Administration for a disability (A) Rated at 30 percent or more, or (B) Rated at 10 or 20 percent in the case of a veteran who has been determined under section 1506 of Title 38 U.S.C., to have a serious employment handicap; or (ii) A person who was discharged or released from active duty because of a service-connected disability.
- 2) A **Veteran of the Vietnam Era** is a veteran, any part of whose active military, naval or air service was during the period February 28, 1961 through May 7, 1975, who (i) served on active duty for a period of more than 180 days and was discharged or released therefrom with other than a dishonorable discharge, or (ii) was discharged or released from active duty because of a service-connected disability.