ADJUNCT (HOURLY) PAYROLL ACTION FORM

(Must be turned in to the HR Office by the 15th of the month to guarantee process with that month's payroll.)

Employee	**Name:**	**Badger ID#:**	**0**	**0**						
	Address: Street or PO Box City State Zip									
	Email Address:									
	Phone:	**Gender:** F M	**Birthdate:**							
	FILL OUT W-4 INFORMATION ON THE BACK OF THIS FORM. If it is not on the back of this form, please fill out a W-4 available in the Human Resource Office or online. If you do not fill out the W-4 form it goes in as SINGLE with ZERO EXEMPTIONS. This form is for both Federal and State taxes.									
	List any relatives who work at Snow College and their relationship to you:									
	OPTIONAL Ethnic Choice, Veteran Choice and Citizenship: ***Circle the one that applies to you:*** **ETHNIC CHOICE:** Asian; Black Non-Hispanic; Hispanic; American Indian/Alaskan Native; Native Hawaii/Pacific Island; Unspecified; White Non-Hispanic **VETERAN CHOICE:** Protected Veteran Only; Vietnam Veteran Only; Both Vietnam/Other Protected; Not Applicable **CITIZENSHIP:** US Citizen; Non-Resident Alien; Resident Alien/Non-Citizen									

Supervisor	**Department Account Number:** **MUST HAVE CHE/CREDIT:**
	Courses being taught:
	Actual Start Date: **End Date:** **# of WEEKS: Check one 8** ☐ **15** ☐ **Other** _____
	Time Card Hourly Rate of Pay: $25.40 ($800 a credit/che)
	Will this Adjunct employee need a Snow College email address?

ADJUNCT AND SUPERVISOR ARE RESPONSIBLE FOR READING THIS BEFORE SIGNING:

- If you are a student, you cannot be an Adjunct employee.
- Adjunct (Instructors) employees are those who work less than 75% time or in a position considered temporary or expected to be a short duration and are at-will employees.
- Adjunct (Instructors) employees may be suspended, terminated or released from employment at any time.
- Adjunct (Instructors) employees do not have the grievance process available to them regarding lawful termination.

VP Signature	**Date**
Employee's Signature	**Date**
Supervisor's Signature	**Date**
Supervisor's printed name	
Name of Web Time Entry Approver *(If different from supervisor).* Please Print	

Office Use Only: Date Entered in Computer _____by_____

Position#: _____ ID#: _____

ORGN _____ ACCT _____

ORGN Code of Approver _____

Revised: July 12, 2018