

**Department of Economics
Casual Payroll Action Form**

Employee Complete this section:

Name: _____	
Date of Birth: _____	Graduation Date: _____
Social Security Number: _____	
Harvard Identification Number (8 digits): _____	
Work Study? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Local Address: _____	
Would you like your check or deposit slip sent to local address? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Telephone Number: _____	
Email Address: _____	
Date of Hire: _____	
Employee's Signature: _____	Date: _____

Supervisor Complete this section:

Name of Supervisor: _____	
Job Name (i.e. research assistant, course assistant, etc): _____	
Appointment End Date: _____	
Employee is to be paid account: _____	
Rate of pay per hour: _____	
Supervisor's Signature: _____	Date: _____

Administrative Section:

I-9: <input type="checkbox"/>	On File? <input type="checkbox"/>	W-4: <input type="checkbox"/>	Work Study: <input type="checkbox"/>	Direct Deposit: <input type="checkbox"/>
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