



### Student Employee Payroll Information Sheet

THIS FORM IS **NOT** TO BE USED AS AN APPLICATION FOR EMPLOYMENT

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
City ST ZIP

Telephone #: Home \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Person To Contact In Case of Emergency:

\_\_\_\_\_  
Name Relationship Phone

Social Security #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Race: \_\_\_\_\_ Sex:  Male  Female

Are You Eligible To Work In The US?  Yes  No

Do You Have Any Relatives Currently Working For UMUC?  Yes  No  
If **YES**, please state their name(s) and department(s):

#### Hiring Department Information

Hire Date: \_\_\_\_\_ Hourly Rate: \$ \_\_\_\_\_ FAS #: \_\_\_\_\_

Status:  New Hire  Rehire Department: \_\_\_\_\_

Location: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Print Name: \_\_\_\_\_ Extension: \_\_\_\_\_

#### The Following Documents Should Be Completed and included with this form:

- W-4 Tax Form
- I-9 with copy of identification documents used
- Student Enrollment Verification
- If *applicable* a Citizenship Status Form