

# Temporary Payroll Data Sheet

PAYEE INFORMATION

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

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Harvard I.D. Number: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Status:  Undergraduate Student  Graduate Student  Non-Student

JOB INFORMATION

Supervisor: \_\_\_\_\_

Salary Source: \_\_\_\_\_

Salary Rate/Ceiling: \_\_\_\_\_ / \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Job Description: \_\_\_\_\_  
\_\_\_\_\_

Special Programs:  Jr. Faculty Work Study  Faculty Aid  Federal Work Study

*(Special Programs require a referral form to be obtained from SEO or the school's financial office)*

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FINANCIAL

Check Dispensation:  Mail to: \_\_\_\_\_  
\_\_\_\_\_

Direct deposit *(please set up direct deposit in PeopleSoft)*

Current tax forms and I-9 are on file at Holyoke Center:  Yes  No

Coding: \_\_\_\_\_ . \_\_\_\_\_ . \_\_\_\_\_ . \_\_\_\_\_ . \_\_\_\_\_ . \_\_\_\_\_ .

Notes: \_\_\_\_\_  
\_\_\_\_\_