

Wage Payroll Information Sheet
Dept. of Engineering Science and Mechanics
To be completed prior to wage payroll start date

() Check here if this is a continuation of a wage payroll appointment

Name _____ Sex _____ PSU ID _____

Birthdate _____ Marital Status _____ Student ___ No ___ Yes

Citizenship _____ Major and Semester Classification _____

Home
Address _____

Street

City-State-Zip _____

Home Phone Number _____ Office Phone Number _____

E-mail _____ Office Address _____

Office Mailing Address (if different from above) _____

Do you currently receive an assistantship and/or wage payroll from any other source? _____

If so, please explain where and how many hours per week _____

Employee Signature _____ Date _____

SUPERVISOR:

Start Date _____ End Date _____ Work Study? _____

Budget and Fund to be paid from _____

Rate of pay: \$ _____ Hours per week _____

Job Description: _____

Supervisor's Signature _____

In case primary supervisor is unavailable to sign timecards, please appoint a designate signee (not a graduate or undergraduate student.): _____

Please return to:
Renee Lindenberg
118 Research West Building

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be unexpired

LIST A

Documents that Establish Both
Identity and Employment
Authorization

LIST B

Documents that Establish
Identity

LIST C

Documents that Establish
Employment Authorization

	OR	AND
1. U.S. Passport or U.S. Passport Card	1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
4. Employment Authorization Document that contains a photograph (Form I-766)	3. School ID card with a photograph	3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form	4. Voter's registration card	
	5. U.S. Military card or draft record	5. Native American tribal document
	6. Military dependent's ID card	
	7. U.S. Coast Guard Merchant Mariner Card	
	8. Native American tribal document	6. U.S. Citizen ID Card (Form I-197)
	9. Driver's license issued by a Canadian government authority	
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	For persons under age 18 who are unable to present a document listed above:	7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
	10. School record or report card	8. Employment authorization document issued by the Department of Homeland Security
	11. Clinic, doctor, or hospital record	
	12. Day-care or nursery school record	

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)