

REQUISITION

STEVENS INSTITUTE OF TECHNOLOGY
Requisition - Payroll Notice
FOR
FACULTY/STAFF

FORM PRF - 1
#

DATE PREPARED _____

FACULTY STAFF

JOB TITLE _____ DEPT. _____ DATE REQUIRED _____

RATE OF PAY _____ HOURLY BIWEEKLY MONTHLY

STATUS: FULL TIME PART TIME HOURS OF WORK _____ HRS. PER WEEK _____ TEMPORARY ENDING _____

ADDITION TO PAYROLL REPLACEMENT OF _____

Brief job description and educational requirements (if needed) _____

REQUISITIONED BY _____ DATE _____ ADMINISTRATION _____ DATE _____

DEPT. HEAD _____ DATE _____ HUMAN RESOURCES _____ DATE _____

PAYROLL NOTICE

* * * * *

NAME _____ SOC. SEC. NO. _____

STREET ADDRESS _____ CITY _____ STATE _____ ZIP _____

ACTION REQUESTED EFFECTIVE _____ TERMINATION DATE _____

- ADDITION TO PAYROLL RE-APPOINTMENT RETURN FROM LEAVE
- POSITION CHANGE DEPARTMENT TRANSFER EXTRA COMPENSATION
- COMPENSATION CHANGE CODE CHANGE EXT. OF STATUS TO

	NEW EMPLOYEE OR PRESENT STATUS	PROPOSED STATUS
DEPARTMENT		
CLASSIFICATION (TITLE) OR STUDENT STATUS		
SALARY / RATE		
COMPENSATION BASIS	<input type="checkbox"/> BIWEEKLY <input type="checkbox"/> HOUR <input type="checkbox"/> MONTH <input type="checkbox"/> SINGLE PAYMENT	<input type="checkbox"/> BIWEEKLY <input type="checkbox"/> HOUR <input type="checkbox"/> MONTH <input type="checkbox"/> SINGLE PAYMENT
BASE ANNUAL SALARY		
BUDGET ACCOUNT (S) (INCLUDE SUBCODE)		
REMARKS / REASON, ETC.		
DEPARTMENT		DATE
ADMINISTRATION		DATE
HUMAN RESOURCES		DATE
FINANCE OR OSR APPROVED		DATE

SUPPLEMENTAL DATA FORM

USA CITIZENSHIP YES NO IF NO, COUNTRY _____

VISA TYPE F1 J1 H1 VISA EXPIRATION DATE _____ I-9 APPROVED YES NO

STAFF BENEFITS YES NO BASIC HEALTH YES NO

EFFECTIVE HEALTH DATE _____ BASIC LIFE-AMOUNT _____

OPTIONAL LIFE-AMOUNT _____ EFFECTIVE DATE-LIFE(B+O) _____

EFFECTIVE DATE-TOTAL DISABILITY _____ EFFECTIVE DATE-TIAA / VALIC _____

STATUS K C F S SEX MALE FEMALE

RACE CODE WHITE ASIAN BLACK I-AMERICAN INDIAN HISPANIC

TYPE F P T DATE OF BIRTH _____

WHITE: PAYROLL OFF. CANARY: ADMINIST OFF. PINK: HUMAN RESOURCES GOLD: BUDGET OFF.