

**Austin Peay State University
Extended Education/Data Entry Form**

Signatures

Course: _____
 I am currently drawing retirement benefits from the Tennessee Consolidated Retirement System or the State's Optional Program: Yes No

Instructor _____ Date _____
 Originator _____ Date _____ Director _____ Date _____

PPAIDEN (Demographic Information)

Last Name: _____ First Name: _____ Middle: _____ Banner #: _____
(as shown on Social Security Card)

Start Date: ____ - ____ - ____
 Address Type: MA
 Street: _____ City: _____ State: _____

Zip Code: _____ Nation: 157 (U.S.)
 Gender: _____ Birth Date: ____ - ____ - ____
 Citizenship: _____
 Ethnicity: _____ Marital Status: _____

PEAEMPL (Employee Information)

Employee Class: _____

Home Department: _____ (5 digit Organization Code) **I-9 Form**
 Check Distribution: T80000 Form Indicator - Received
 Current Hire: ____ - ____ - ____ Date: ____ - ____ - ____
 (Starting Date)

PDAEDN (Tax Information)

Deduction: Fica-Med: T01 _____ Deduction: FICA: T02 _____
 Deduction: Federal Tax: T03 (Info taken from W4)
 Marital Status: _____ Number of Allowances: _____ Exempt: _____ (If "Y", enter as "Waived")

NBAJOBS (Assignment Information)

Start Date: ____ - ____ - ____ Position Number: _____

Job Detail *OPTIONS:*
 Change Reason: HIRE Add a Change w/new Effective Date
 Hourly Rate: _____ End Date: ____ - ____ - ____
 Total Payment _____

Payroll Default *Job Detail*
 Timesheet Organization: T _____ Status: Terminated
 Change Reason: TERM

Job Labor Distribution: FOAP
 Fund: _____ Orgn: _____ Acct: _____ Program: _____
 (Use Finance Chart of Accounts)

- Attach the following forms for new employees:
- ____ I-9 Form
 - ____ Copy of Social Security Card (for payroll purposes)
 - ____ W-4 Form
 - ____ Direct Deposit Form