

Austin Peay State University
Student Employment Referral/Data Entry Form

Student Referral

Department Name: _____ Location: _____ Class _____
Position: _____ Attach Job Description or indicate sample job description: _____
(Samples found on HR website at http://www.apsu.edu/hrhomepage/student_workers.htm).
I _____ this student.
Supervisor Signature: _____ Date: _____
Departmental Contact Name: _____ E-Mail Address: _____

PPAIDEN (Demographic Information)

Last Name: _____ First Name: _____ Middle: _____ Banner ID #: A _____
(as shown on Social Security Card)
Start Date ____ - ____ - ____
Address Type: MA
Street: _____ City: _____ State: _____
Zip Code: _____ Nation: 157 (U.S.)
Gender: _____ Birth Birthdate: ____ - ____ - ____
Citizenship: _____
Ethnicity: _____ Marital Status: _____

PEAEMPL (Employee Information)

Employee Class: _____
Home Department: _____ (5 digit Organization Code)
Check Distribution: T44000
Current Hire: ____ - ____ - ____
(Starting Date)
I-9 Form
Form Indicator - Received
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: _____ (Use Chart A)
Job Detail
Change Reason: HIRE
Hourly Rate: _____ (Use Student Assistant Pay Level Chart)
Payroll Default
Timesheet Organization: T _____ (5 Digit Code: Use Chart B)
Default Shift: _____ (HR Use Only)
(Data Entry Use Only: F = 5 or less hours; N = 6 or more hours)
Student Enrolled ____ Credit Hours (HR Use Only) GPA ____ (HR Use Only)
Job Labor Distribution: FOAP
Fund: _____ Orgn: _____ Acct: _____ Program: _____
(Use Finance Chart of Accounts)

OPTIONS:
Add a Change w/new Effective Date
End Date: _____
Job Detail
Status: Terminated
Change Reason: TERM

Direct Deposit Form _____
Email Sent to Department _____