

Austin Peay State University
Resident Assistant/Resident Hall Director/Data Entry Form

PPAIDEN (Demographic Information)

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

PEAEMPL (Employee Information)

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

PDAEDN (Tax Information)

Deduction: Fica-Med: T01 - Exempt Deduction: FICA: T02 - Exempt
 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
 Period 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)

Housing/Residence Life Approval _____ Date: _____

Attach the following forms for new employees:

- _____ I-9 Form w/copies of documents
- _____ Copy of Social Security Card (if not used with I-9 form)
- _____ W-4 Form
- _____ Direct Deposit Form

HR Use Only

_____ Credit Hours