

SPECIAL PAYMENTS PAYROLL AUTHORIZATION - STAFF

ACTION CODE		EFFECTIVE DATE		AGENCY CODE 36.04.00		AGENCY CONTACT & PHONE NUMBER Human Resources 240-895-4309			
SOCIAL SECURITY NO. (Verified)			FIRST NAME (Legal name only)			MIDDLE Initial		LAST NAME (Legal name only)	
RATE OF PAY		H/D H	NPH 80	PCT EMP 100	CHK DIST/LOC _____	SUB-PGM _____	PROGRAM OOO	PSEUDO CODE _____	
FUND SOURCE FIRST	CODE 40	PERCENT 100	REVIEW CODE O4		CLASS CODE 9008	BIRTH DATE	SEX	ETHNIC ID	
SECOND			AGENCY CONTROL/BUDGET NUMBER					RESERVED (PIN)	
			FUND	FUNCTION	OBJECT	SUBFUND			
THIRD			ENTRY ON DUTY DATE		(IF EMPLOYEE HAS HAD PREVIOUS CONTRACTS THE ENTRY OF DUTY DATE SHOULD BE THE DATE OF THE ORIGINAL CONTRACT.)				

Department Head Approval: _____
 Employee Job Title: _____
 Employee ID Number: (CARS) _____
 Budget Title: _____
 Anthology Timesheet Approver: _____

Forms Required: Vacancy Form
 CBC Form
 I9
 W4 and MW507
 Direct Deposit
 Questionnaire
 Substance Abuse
 Drug Test Policy
 Software Code
 Computer Usage
 MD New Hire
 Sexual Misconduct
 Email (HR ONLY)

Hours to be worked each week _____

Check if Applicable Grant
 Hourly Rate Invalid (Lump Sum Payment)

I CERTIFY THAT SUFFICIENT FUNDS ARE IDENTIFIED AND AVAILABLE IN THE AGENCY APPROPRIATION FOR CONTRACTUAL EMPLOYMENT TO SUPPORT THIS EXPENDITURE, THAT THE APPROPRIATE CONTROL AGENCY REVIEW STATUS HAS BEEN INDICATED AND THAT APPROVAL HAS OBTAINED BY WAY OF THE 312 PROCESS, IF REQUIRED.

 SIGNATURE-FISCAL OFFICER (Personnel)

 SIGNATURE-APPOINTING AUTHORITY

Sue Moreno

 DATE

 NAME-APPOINTING AUTHORITY

ACTION CODE (01-NEW HIRE, 02-TRANSFER, 03-CHANGE, 04-TERMINATE)

For new hires submission of a W4 (Form MW507) is required. The new W4 Form must indicate Payroll Type CT

REVIEW CODE (REASONS EXEMPT FROM PRE-EMPLOYMENT CONTROL AGENCY REVIEW)

- 01-STUDENT (FICA EXEMPT)
- 04-DIRECT EMERGENCY SERVICES
- 06-COLLEGE FACULTY
- 14-INCENTIVE AWARDS

ETHNIC ID

- 01-WHITE (NOT OF HISPANIC ORIGIN): INCLUDES PERSONS HAVING ORIGINS IN ANY OF THE PEOPLES OF EUROPE, NORTH AMERICA OR THE MIDDLE EAST
- 02-BLACK (NOT OF HISPANIC ORIGIN): INCLUDES PERSONS HAVING ORIGIN IN ANY OF THE BLACK RACIAL GROUPS OF AFRICA
- 03-ASIAN OR PACIFIC ISLANDERS: INCLUDES PERSONS HAVING ORIGINS IN ANY OF THE PEOPLES OF THE FAR EAST, SOUTHEAST ASIA, THE INDIAN SUBCONTINENT, OR THE PACIFIC ISLANDS. THIS AREA INCLUDES, FOR EXAMPLE, CHINA, KOREA, THE PHILIPPINE ISLANDS, AND SAMOA.
- 04-AMERICAN INDIAN OR ALASKAN NATIVE: INCLUDES PERSONS HAVING ORIGINS IN ANY OF THE ORIGINAL PEOPLES OF NORTH AMERICA, AND WHO MAINTAIN CULTURAL IDENTIFICATION THROUGH TRIBAL AFFILIATION
- 05-HISPANIC: INCLUDES PERSONS OF MEXICAN, PUERTO RICAN, CUBAN, CENTRAL OR SOUTH AMERICAN, OR OTHER SPANISH CULTURE OF ORIGIN.