

SPECIAL PAYMENTS PAYROLL AUTHORIZATION

ACTION CODE		EFFECTIVE DATE		AGENCY CODE 36.04.00		AGENCY CONTACT & PHONE NUMBER Symaria Enoch 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 000	PSEUDO CODE _____	
FUND SOURCE FIRST	CODE 40	PERCENT 100	REVIEW CODE O4		CLASS CODE 9002	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: _____

Division/Dept: _____

Remarks:

Forms Required: I9
W4
Direct Deposit
Questionnaire
Substance Abuse
Drug Test Policy
Software Code
Computer Usage
Admin Contract
MD New Hire

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

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

DATE

Michelle L. Forinash

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.