

SPECIAL PAYMENTS PAYROLL AUTHORIZATION

ACTION CODE		EFFECTIVE DATE		AGENCY CODE 23.02.01		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 000	PSEUDO CODE _____	
FUND SOURCE FIRST	CODE 01 or 03	PERCENT 100	REVIEW CODE 4		CLASS CODE 9502	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: _____

Remarks:

Forms Required: I9
W4 and MW507
Substance Abuse
Direct Deposit
Drug Testing Policy
Software Code
Computer Usage
Questionnaire
MD New Hire
Email (HR ONLY)

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
Barbara Hess

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.