

Payroll Authorization

(To be completed to initiate compensation for any WPI employee)

Date Requested: _____

ID Number: _____

Employee Class: _____

Name: _____

Last

First

Middle

Address: _____

Sex: _____

Male _____

Female _____

FTE: _____

% _____

Full-time students should work no more than 20 hours per week. If a student, are they currently employed elsewhere at WPI? Y N

FOAPAL	Department / Grant Name	Percent	Position #	Job Type (P, S, O)

Title of Position: _____

Begin Date: _____ End Date: _____

This individual should be paid: Bi-Weekly Monthly: Over _____ months.

Salary: Annual: \$ _____ Bi-Weekly: \$ _____

Monthly: \$ _____ Hourly: \$ _____

Other Information: _____

Maximum Earnings: \$ _____

Is this individual a non-resident alien? Y N

If yes: Country of Citizenship: _____

Current Non-Immigrant Status: _____

Authorization Deadlines

(Completed and with ALL Signatures)

Department Head/Principal Investigator Date

Biweekly: Thursday by 10 a.m.

Monthly: 18th by 10 a.m. Accounting Office (positions funded with Soft \$) Date

Financial Aid Office only: _____
Maximum Earnings: _____

Division Head Date

Human Resources Date

Code Employee Class

AF	Administrative - Full-time	FT	Faculty - Tenure Full-time
AP	Administrative - Part-time	GB/GM	Graduate Students
AT	Administrative - Temporary	NF	Non-faculty Research
CF	Campus Police - Full-time	PF	Plant Services - Full-time
DH	Department Head 11 - 12 Month	PP	Plant Services - Part-time
F1	Faculty - Non-tenure Full-time	SF	Staff - Full-time
F2	Faculty - Non-tenure Part-time	SP	Staff - Part-time
FA	Faculty - Affiliate	ST	Staff - Temporary
FN	Faculty - Tenure-track Full-time	US	Undergraduate Students

Salary/Wage Account Codes

6110	Faculty - Tenure Track		
6112	Faculty - Non-tenure Track		
6131	Exempt Staff		
6132	Non-faculty Research		
6141	Support Staff	6151	Temporary Staff
6161	Union Wages	6171	Overtime
6181	Student Wages	6183	Research Assistant
6184	Teaching Assistant	6191	Federal Work Study