

TEACHING ASSOCIATE STUDENT EMPLOYMENT PROFILE/JOB ASSIGNMENT

EMPLOYEE INFORMATION (Must be typed by Employee):

Name _____
 Last First M.I.

IUP Computing Account *(Email- 4 letters)* _____
 (UPPERCASE)

SS # _____ - _____ - _____ Banner ID @ _____

Marital Status _____ Birth Date ____/____/____
 (MM/DD/YYYY)

Gender _____ US Citizen: _____

Permanent Address:

Street _____

City _____ State or Prov. _____

Postal Code _____ Country USA

County _____

Local Phone _____ (____) _____ - _____

Cell Phone _____ (____) _____ - _____

School District _____

Complete for permanent address (MUST CHOOSE ONE):

 Name of Borough/City/Township

IF YOU WERE PREVIOUSLY ON STUDENT PAYROLL AND HAD DIRECT DEPOSIT, DO YOU WISH TO CONTINUE YOUR DIRECT DEPOSIT TO THAT SAME ACCOUNT?

For Payroll Use Only:

Personnel No. _____ CDC _____

Background Clearances _____

Reason For Hire (Choose One):

Last Date of Employment _____

Were you previously employed by another PASSHE university?

If Yes, which one? _____

Number of credits for: Fall _____ Spring _____

Pre-Summer _____ Sum 1 _____ Sum 2 _____

Graduation Date _____ Major _____

I CERTIFY THAT THE INFORMATION I HAVE PROVIDED IS TRUE, CORRECT, AND ACCURATE.

Signature _____ Date _____

For Payroll Services Use Only:

_____	_____	_____	_____
Fall Credits	Start Date	End Date	Biweekly Amount

_____	_____	_____	_____
Spring Credits	Start Date	End Date	Biweekly Amount

Hourly Rate _____ TSO Number _____

SAP Cost Center Number **4005315301** SAP Position Number **10054402 - 0124**

- PAPERWORK MUST BE SUBMITTED TO PAYROLL SERVICES, G-11 SUTTON HALL, NO LATER THAN THE FIRST DAY OF EMPLOYMENT
- Students being placed on the payroll for the first time must present their social security card and photo identification.
- Graduate Students must have at least three (3) credits and cannot work more than forty (40) hours per week.
- International students cannot work more than twenty (20) hours per week while attending classes.
- If you are teaching for the fall semester only, your stipend will end in January.
- If you sign an agreement/contract to CONTINUE on for the spring semester, you must submit a new typed Teaching Associate Profile Sheet.
- If you signed an agreement/contract for the academic year, only one profile sheet needs to be submitted.

Input date _____ PD _____ Initials _____