

## CME Payroll Add/Change Form

All new employees or any changes to current employee's payroll must be submitted *in writing* to your departmental payroll clerk. For questions, please do not hesitate to ask. Any incomplete forms will be returned. By Federal law all employees must also visit the compensation office in Scovell Hall to complete an I-9 BEFORE they may begin their first day of work.

**Employee Name:** \_\_\_\_\_

UKID (or SSN for new employee) \_\_\_\_\_ Birth Date: \_\_\_\_\_

Email and/or Cell Phone: \_\_\_\_\_

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Add to Payroll       Change in Payroll

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Pay Status:                  Bi-weekly                  Monthly                  Hourly

Position Type:      Undergraduate/ Hourly  
                         Graduate Student / RA  
                         Fellow  
                         Post Doc  
                         Temporary Staff

Pay:      Amount: \_\_\_\_\_

\*Account number to be charged: \_\_\_\_\_

Comments / Notes: \_\_\_\_\_  
\_\_\_\_\_

Faculty Name: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_

Date \_\_\_\_\_