

*Student or Wage Employee Payroll Request - Department of Soil & Crop Sciences*

*Supervisor:*

*Applicant:*

*If US male age 18-26 bring completed Selective Service Form: <https://www.sss.gov/Home/Verification>*

*UIN:*

*Email Address:*

*Enrollment (TAMU, Blinn, HS, etc):*

*International Student: attach completed AG-713, CV and copy of current I-20 or DS-2019*

*Job Title:*

*Non-Student/Wage Employees ONLY: <https://agrifeas.tamu.edu/documents/ag-402.pdf/>*

*Rate of Pay:*

*Funding Sources (must be fully funded unexpired accounts):*

*Does this employee need Purchasing Card Training?*

*Does this employee need a Travel Card? If so, bring completed application:*

*<https://agrifeas.tamu.edu/documents/ag-814.pdf/>*

*TrainTraq 2111921*

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*BG to HR*

*BG Check*

*Position (new or unfilled)*

*Selective Service*

*Start date*

*\*\* to Manager for approval*

*I-9 submitted*

*Assign cost allocation*

*LF forms to HR*

*UIN manager & TrainTraq*

*Update email list*