

Payroll Request Form – 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/>

BG to HR

Start Date

UIN Manager

I-9 submitted

Social Security Card

LF forms to HR

TrainTraq email

Update email list

AG-402 (wage only)

BG Check Received

Selective Service

** to Manager for approval

Assign cost allocation

International Employees ONLY

AG-713 routed approved

Passport

I-20 or DS-2019

I-94

Social Security Card (or letter)