

_____ New (N), Revision (R), Cancellation (C)

_____ Individual to contact if questions / Phone Ext.

Rensselaer Payroll Student Authorization/Cancellation Form

_____ Rensselaer ID #

_____ Last Name

_____ First Name

_____ M.I.

_____ Birth Date
(dd-mon-yr)

_____ Gender

_____ US Citizen
(y/n)

_____ Nation

_____ Visa Type

_____ Home Organization (Name and Org Number)
(Time sheet will be sent here)

Job Information (Please Check One) (Note: The appropriate 'Account Number' follows each description)

Graduate Student: (Must be approved by Provost Office)

- Teaching Assistant (291 or 291S)
- Institute Supported Research Assistant (IRA) (292 or 292S)
- Externally Supported Research Assistant (ERA) (292 or 292S)
- Fellowship (189)
- Hourly (293) (Manual Labor Jobs ONLY)

Undergraduate Student:

- Salaried (283 or 283S)
- Hourly (282 or 282S)
- Undergraduate Research Program – Hourly (281 or 281S)
- Undergraduate Research Program – Salary (281 or 281S)
- One Time Payment (283 or 283S or 281 or 281S)

(dd-mon-yr)

(dd-mon-yr)

Hourly Rate

Start Date

End Date

Salary Amt.

Fund

Org

Account

Prog

Actv

Locn

%

(dd-mon-yr)	(dd-mon-yr)	Hourly Rate	Fund	Org	Account	Prog	Actv	Locn	%

Payroll Use Only:

Position/Suffix Number _____

Earning Code _____

Comments/Special Note:

Cancellation Information

(dd-mon-yr)

Revised Salary Amount

Cancellation Date

Resulting from Cancellation

Fund

Org

Account

Prog

Actv

Locn

%

(dd-mon-yr)	Revised Salary Amount	Fund	Org	Account	Prog	Actv	Locn	%

_____ Originator Date

_____ Dept. Head/Director/Dean Date

_____ Provost Office (Graduate ONLY) Date

INSTRUCTIONS

Student Authorization/Cancellation Form

Type of Action

New (N)	Any new job being authorized that has not been authorized in the past.
Revised (R)	Any job that has already been authorized but is being changed in some way. (Increase/decrease in salary, change in hourly rate, change in funding.) IMPORTANT: Total salary should be listed on this form (not the increase or decrease amount). Payroll will calculate what has been paid-to-date and make the appropriate adjustment.
Cancellation (C)	List the revised salary amount that should be paid to the employee in the Cancellation Information section of this form.

General Information

Nation	Provide the nation for all non-US citizens.
Visa Type	Enter the Visa the student is in the U.S. under.

Job Information

Graduate Student	Check which type of job the student is in. Note that all graduate students are paid a salary (no hourly jobs are allowed). We have provided you with the appropriate account code to use for each 'type' of job.
Undergraduate Student	Check which type of job the student is in. We have provided you with the appropriate account code to use for each 'type' of job.
Start Date/End Date	Follow the student payroll schedule provided annually.

Cancellation Information

Revised Salary Amount Resulting from Cancellation	IMPORTANT Enter the total salary from start to cancellation date. Payroll will pay the amount due or try to recover overpayments.
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FOPAL Information:

Accounting Information	Enter the appropriate accounting string. We have provided you with the appropriate account code to use for each 'type' of job.
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Signatures

Authorization	Two or three signatures are required – the originator and the Dept. Head, Director or Dean. If the authorization is for a graduate student the Provost Office must sign.
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Fund	Funding source (6 char.) REQUIRED
Organization	Organization code (4 char.) REQUIRED
Account	Expense or revenue code (3 char.) REQUIRED
Program	Appropriate Code REQUIRED
Activity	Appropriate Code REQUIRED
Location	Optional/campus location