



Geology Payroll Action Request Form

Instructions: Complete form (front and back) and submit by email to Geology, Director of Administrative Services at least 2 weeks prior to start date.

Payroll Action Requested:

New Hire

Rehire/Reappointment

Terminate Employee

Employee Information:

Name	UID (if available)
Email	Contact Number
Supervisor Name	

Employee Category: *(mark one)*

Bi-Weekly Salary	Hourly Payment	Non-Paid
Post-Doc	Student UG (UMD)	Affiliate
Faculty Research Assistant	Student UG (non-UMD)	UMD UG
Asst./Research Scientist	Student Intern	Student Intern
Other:	Other:	Other:

Appointment/Salary Information:

% FTE	Start Date	End Date	Base Salary/Hourly Rate



DEPARTMENT OF
GEOLOGY

Chemistry Building
University of Maryland
College Park, Maryland 20742-4211
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www.geol.umd.edu

Funding Source Information:

Worktag	% of Effort	Effective Date	Expiration Date

Description of Work:

Checklist of Required Documents:

Offer Letter

FWS Authorization Form

Contract

CV

Proof of Degree/Transcripts

Other:

Payroll Action Requested by:

Name:

Signature: