



## B. Student Employee Completes After Hire:

### Personal Information:

Date of birth:
Social Security #

Female

Male

### Citizenship Information (required)

Country of Citizenship:

Visa Expiration Date:

Type of Visa:

### Ethnicity (optional):

Hispanic/Latino

Asian

Black/African American

American Indian/Alaska Native

Non-Minority

Native Hawaiian/Other Pacific Islander

## C. Hiring Supervisor Completes:

Check Route Code (4 digit number) : 3102

Work Assignment Dept Code (e.g. JRIM) (aka Org Code): JESA

Library/Dept Name: RESIDENTIAL COMPUTING

PTAE (aka Oracle Account): 1026627-1-AABNK

Start Date \_\_\_\_\_

End Date \_\_\_\_\_

Hourly Wage \$15.00

Hours per week : 40 HOURS

Supervisor's Name: CISCO BARRON Date \_\_\_\_\_

Telephone: 650-725-2971 E-mail account : CISCO@RESCOMP.STANFORD.EDU

## Please Note:

For all people new to the Stanford University Payroll system please note the following:

- I-9 and clear photocopies of documents must accompany this application. (Please be sure to use Photo setting on the copier--Payroll will reject if copies unclear.)
- The Tax Data Form (W-4/DE-4) may be submitted on paper or completed online. The paper form is located at <http://co/resources/forms/payroll.html>
- The Direct Deposit Form may be submitted on paper or completed online. The paper form is located at <http://co/resources/forms/payroll.html>
- The SU Patent Agreement (SU-18) is required and must be completed online. The online form is located at <https://axess.stanford.edu>.
- The online tax forms and direct deposit are located at <https://axess.stanford.edu>.
- Before accessing Axess, the new employee must obtain a SUNet ID located at <https://sunetid.stanford.edu>.
- Kronos is available in Axess located at <https://axess.stanford.edu>. Before any hours can be entered he/she must have a SUNet ID.