

University of Rhode Island
IN-HOUSE PAYROLL TERMINATION POLICY

Effective December 26, 2004, employees on the In-House Payrolls:

- Student Payroll
- Graduate Assistant Payroll
- Internal Payroll (formerly the Monthly Payroll / MP-7's)

who have not supplied the following documents to the appropriate office (Human Resources or Enrollment Services) within three days from the date of hire will be terminated from the system by Human Resources or Enrollment Services:

- I-9 (Fully completed and signed by the Department)
- Copies of I-9 supporting documentation
- Copy of the Social Security Card (signed)
- Drug Free Form (not necessary for the Student Payroll)

Once the job has been terminated, an e-mail will be sent to the responsible department with a copy sent to the supervisor, the business manager, the dean/director, the assistant provost and the provost/VP.

It is the department's responsibility to inform the employee that they are to stop working immediately.

Once Human Resources or Enrollment Services notifies the department that all required documents have been received, the employee will be allowed to resume working.

CONTACT INFORMATION:

- **STUDENT PAYROLL – ENROLLMENT SERVICES, GREEN HALL**
 1. ANGELA CASTELLUCCI x 4-4470
 2. DIANE MCGANNON x 4-4474
 3. ABBY JUENGER x 4-9276

- **GRADUATE ASSISTANT AND INTERNAL PAYROLL – HUMAN RESOURCES**
 1. PAULA MURRAY x 4-2417 Pmurray@uri.edu
 2. NANCY GARDNER x 4-2277 Ngardner@uri.edu