

INTERNAL PAYROLL
APPOINTMENT DATA FORM

**To be completed whenever the department inputs an internal employee's
job data into the PeopleSoft System.**

Please send to the Human Resource Department when completed

EMPLOYEE URI ID # _____ **RECORD #** _____

BEGIN DATE: _____ **END DATE:** _____

FIRST NAME: _____ **M.I.:** _____ **LAST NAME:** _____

DEPARTMENT NAME: _____ **DEPT E-CAMPUS #:** _____

We are hiring the aforementioned person to perform the following work in our department:

Title: _____ **Job Code:** _____

Contract OR Hourly Amount: \$ _____

Job Description:

EMPLOYMENT FORMS: (Please attach forms or indicate if they are on file)

- I-9 Employment Verification Form with supporting Documents
- CS 387C Drug Free Workplace Acknowledgement
- Copy of Social Security Card
- Additional Compensation Form (required for staff employees on State payroll)
- Bar of Claims Form (CS-386)
- ALL FORMS ON FILE

Please check here if the salary plan compensation amount was changed:

Indicate reason for changing salary plan compensation:

DEPARTMENT SIGNATURE: _____ **DATE:** _____