**Appalachian State University Student Employee Information Form
for EPAF positions**

Student Name: _____ Banner ID#: _____

Last   First   Middle I

Date of Birth (MM/DD/YY): _____   ASU Box: _____

Permanent Address: _____   Marital Status: _____S_____M

(city, state, zip code): _____   Citizenship: _____Y_____N

Nonresident: _____Y_____N Resident Alien: _____Y_____N

Employing Department: _____ FOAP code #: _____ Org Code: _____

Beginning Date: _____ Ending Date: _____ Pay Rate: _____

The following statement must be completed for all individuals:
STATEMENT OF SELECTIVE SERVICE REGISTRATION COMPLIANCE:
     ___I certify that I am registered with Selective Services
     ___I certify that I am not required to be registered with the Selective Services because:
          ___I am Female
          ___I am in the armed services on active duty (Note: Members of the Reserves and National Guard are not considered on active duty)
          ___I have not reached my 18th birthday
          ___I was born before 1960
          ___I am a permanent resident of the Trust Territory of the Pacific Islands or Northern Mariana Islands
          ___I am a non-immigrant alien

_____   _____

Student Signature   Date

Disclosure of your Social Security Number is mandatory. Appalachian State University is authorized or required by federal law (including 26 U.S.C. 6011 and 26 U.S.C. 6051) to obtain your Social Security for employment and tax purposes. The University will use your Social Security Number to comply with federal employment tax laws and regulations.

1. Before reporting to work, all participants must have on file a Student Employment Authorization, the NC---4[EZ] and W---4 tax forms, and an I---9 form with printed confirmation of E---verify with either Appalachian State's Office of Student Employment or Office of Human Resources
2. Student temporary employees are under the immediate supervision of the person(s) in charge of their areas of assignment
3. Payrolls are due in the Controller's Office by the published payroll deadlines. All authorizations not properly submitted will be returned to the department.
4. Payroll checks will be issued on or before the 15th and the last working day of the month. If you owe Appalachian, it is subject to be deducted from the your paycheck. All student temporary employees are required to enroll in direct deposit via "Employee" tab of AppalNet.
5. Your employment as a student temporary employee is "at will". That is, just as you may resign from your employment with Appalachian at any time and for any reason, Appalachian may terminate your employment at any time and for any lawful reason.
6. Your employment in this position is contingent upon the continued availability of funds supporting this position.

For Departmental Use Only:	**For Office of Student Employment Use Only:**
Entered in EPAF	EPAF Position
Entered in TCP	Employee Populated in TCP
For the Use of WS Overage	For the Use of WS Overage