

THE UNIVERSITY OF TENNESSEE
HIRE CASUAL LABORER - PAY CASUAL LABORER AGAIN

This form is to be used to hire a new casual laborer or to pay a casual laborer if he/she has been paid previously. Please submit new I-9 documentation and a new W-4 each time the person is to be paid. Submit new documents and completed form to the University Payroll Office, P115 Andy Holt Tower, Knoxville, TN 37996.

A Casual Laborer is defined as someone who works for The University of Tennessee for three (3) or less days.

EFFECTIVE DATE _____

POSITION NUMBER: **29999999**

DEPT. CONTACT _____

PHONE: _____

PERSONAL DATA (IT0002)

Personnel # _____

Last Name _____ Name at Birth _____

First Name _____ Middle Initial _____

Known as _____ Soc. Security # _____

Birth date _____ (mm/dd/yyyy) Gender Male Female

Nationality _____ Marital Status Single Married

PERMANENT RESIDENCE (IT0006-Subtype 1)

C/O _____

Street _____

City _____ State _____ County _____

Telephone _____ Zip _____

Please include Area Code

ADDITIONAL PAYMENT (IT 0015)

Type of Payment **2INT - Misc Pay for Casual Labor**

Amount to be Paid _____ Cost Center/WBS Element to be Charged _____

Amount to be Paid _____ Cost Center/WBS Element to be Charged _____

Amount to be Paid _____ Cost Center/WBS Element to be Charged _____

Amount to be Paid _____ Cost Center/WBS Element to be Charged _____

RESIDENCE STATUS (I-9) (IT0094)

- U.S. Citizen
- Permanent Resident
- Non-resident Alien

I-9 Date _____

IMMIGRATION STATUS (IT0048) Supporting Documentation Required

Country of Citizenship _____

Visa Type _____

Visa Expires _____

Original Date of Arrival to United States _____

CREATE WITHHOLDING INFO W4/W5 *refer to W4 card*

PURPOSE FOR PAYMENT

Approvals

Name

Date

Name

Date