



To: All Supervisors  
From: Sandy Dunham  
Subject: Summer Employees

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All temporary employees hired for this coming summer must complete W-4 and I-9 forms located in the Human Resources Office. Proper identification must be presented for the I-9 form **before hiring can occur.**

Students who have been on the payroll during this school year and have completed these forms are not required to fill them out again.

Please submit completed authorization forms signed by the Supervisor to the Human Resources Office at the time of hire. (A form is enclosed for photocopying.)

No one will be paid until all forms are completed and submitted no later than the Friday before payday. **THERE WILL BE NO EXCEPTIONS.**

SUMMER EMPLOYMENT BEGINS May 19, 2008



**PAYROLL AUTHORIZATION FORM**

NAME: -----

ADDRESS: -----  
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STARTING DATE: -----

HOURLY WAGE: -----

DEPARTMENT/ACCT #: -----

OTHER: -----  
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SUPERVISOR SIGNATURE: -----