**Department of Economics
Casual Payroll Action Form**

**Employee Complete this section:**

Name:Click here to enter text.

Date of Birth:Click here to enter text. Graduation Date:Click here to enter a date.

Social Security Number:Click here to enter text.

Harvard Identification Number (8 digits):Click here to enter text.

Work Study? Yes[ ]  No[ ]

Local Address:Click here to enter text.

Would you like your check or deposit slip sent to local address? Yes[ ]  No[ ]

Telephone Number:Click here to enter text.

Email Address:Click here to enter text.

Date of Hire:Click here to enter text.

Employee’s Signature: Date:Click here to enter a date.

**Supervisor Complete this section:**

Name of Supervisor:Click here to enter text.

Job Name (i.e. research assistant, course assistant, etc.):Click here to enter text.

Employee is to be paid account:Click here to enter text.

Rate of pay per hour:Click here to enter text.

Supervisor’s Signature: Date:Click here to enter a date.

**Administrative Section:**

I-9:[ ]  On File?[ ]  W-4:[ ]  Work Study:[ ]  Direct Deposit:[ ]