

**THE UNIVERSITY OF TEXAS SCHOOL OF LAW
APPLICATION/RE-APPLICATION FOR PAYROLL**

NOTE: This document must be completed for EACH semester worked.

UT EID: _____ e-mail: _____

Name: _____ Main Phone: _____ Alternate # _____

Address: (city, state): _____

Name of professor, project, or Law School department: _____

Enrolled this semester? Work study awarded this semester? If yes, provide award letter.

Current Classification:

Worked at UT previously? If yes, when was your last UT employment?: _____
If no, you will need to submit additional pre-employment documents to complete this process & be paid)

Any UT employee related to you? (If yes, give name, relationship, position, and dept.)

Select semester: (a form is required for each semester)

To be completed by Faculty or Hiring Department

*** Every blank must be completed**

**Exact start date of employment this semester: _____ End date this semester: _____

**Pavment may be delayed if timesheet reflects hours worked outside this date

Approx Hours per week: _____ Standard student pay: Yes Other: _____

List Account Number (FDA, Project Acct, or Dept): _____

Person designated to sign time sheet other than Prof/Dept. Head: _____

Printed Name/s

*Signature/s

X _____

* Signature

Date

**This form must be completed each semester worked &
no more than 3 days after actual start date to comply
with Federal Law and to avoid any payment delays**