

**SPECIAL PAYROLL AUTHORIZATION - UNIVERSITY OF CONNECTICUT**

<b>SOCIAL SECURITY NUMBER</b>		<b>EMPLOYEE NUMBER</b>	
<b>LAST NAME</b>		<b>FIRST NAME</b>	<b>MI</b>
<b>STREET ADDRESS</b>			
<b>CITY</b>		<b>STATE</b>	<b>ZIP CODE</b>

**HIRING DEPARTMENT/CONTACT PERSON:** \_\_\_\_\_ **PHONE #** \_\_\_\_\_

**PURPOSE OF AUTHORIZATION**

- |  |   |
|--|---|
| <input type="checkbox"/> NEW HIRE ON SPECIAL PAYROLL       | <input type="checkbox"/> TEMPORARY SERVICE IN A HIGHER CLASS (TSHC) |
| <input type="checkbox"/> CONTINUING ON SPECIAL PAYROLL     | <input type="checkbox"/> REHIRE WITH BREAK IN SERVICE               |
| <input type="checkbox"/> CURRENTLY FACULTY OR PROFESSIONAL | <input type="checkbox"/> CHANGE TO PREVIOUS AUTHORIZATION           |

<b>START DATE</b>	<b>END DATE</b>	<b>FRS ACCT</b>	<b>ALLOTMENT</b>

<b>PAYROLL TITLE</b>	<b>DEPARTMENT WORK NUMBER</b>	<b>AFFILIATED DEPT NUMBER</b>

<b>UNIT / U-BOX NUMBER</b>	<b>SEND CHECKS TO SECTION</b>	<b>GRATIS APPOINTMENT</b>
		<input type="radio"/> YES <input checked="" type="radio"/> NO

<b>IF CURRENTLY EMPLOYED AT ANOTHER STATE AGENCY, OTHER THAN UCONN</b>	
<b>AGENCY NAME</b>	<b>AGENCY NUMBER (If known)</b>

**IF TEACHING CREDIT COURSES OR INSTRUCTOR, SPECIFY**

COURSE	SEC	LOC	DPT	CR	*TCH/REC	*TM/TCH	SEMESTER-FA/SP	DUES: Y OR N

\* For Title "Special Payroll Lecturer", Tch/Rec indicator should be Y (for teaching credit course) OR

Tm/Tch indicator should be Y (for Team Teaching)

\*\*For Title "Instructional Specialist", Tch/Rec indicator should be N (for not teaching credit course)

<b>PRIMARY OR REGULAR PAYMENT: P / R</b>	<b>% OF TIME:</b>	<b>% GRAD ASST:</b>
<input type="checkbox"/> PRIMARY <input type="checkbox"/> REGULAR		

<b>STIPEND:</b>	<b>UCONN GRADUATE STUDENT: Y / N</b>	<b>RETIRED STATE EMPLOYEE: Y / N</b>

<b>COMMENTS:</b>

**Approved Signatures**

*(As designated in "The Two Signature Rule")*

\_\_\_\_\_  
Vice Chancellor, Dean, or Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Account Holder

\_\_\_\_\_  
Date

<b>For Payroll use only:</b>
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NOTE: Employee Name and Authorized Signature must be different.