

Please make any changes in non-shaded areas.

Type or print clearly using blue or black ink.

Georgia Institute of Technology
Personal Services Form
Doc ID: 69082

Employee ID#: _____
Employee Rcd#: 0
New Hire: Yes No

Student Employee: Yes No

Name (Last, First, MI)	gtID#	Date Prepared
Financial, Aiden	90 <input type="text"/>	03/07/2012
Home Department Name - Number		Campus Mail Code
-		
Human Resources, AVP - 820 - GT		

Effective Date	Action Type/Reason
03/07/2012	HIR - HIR - New Hire

Position Number - Title	Regular (Benefits Eligible)
-	<input type="radio"/>
Student Assistant - 00003219	<input type="radio"/>
Work Department Name - Number	Temporary (Non-Benefits Eligible)
-	<input type="radio"/>
Human Resources, AVP - 820 - GT	<input checked="" type="radio"/>
Job Title - Code	Business Title
Student Assistant - 900X01 - GT	

FWS students are always Temporary (Non-Benefits Eligible) so please check appropriately.

Employee Class (Choose one for benefits and account code purposes only)						Percent Time	
Student-Federal Work Study						20.0	
Comp. Frequency			Comp. Rate			For Reference Purposes Only	
<input type="radio"/>	Hourly	<input type="radio"/>	Hourly Rate:	\$0.00	\$10.00	Monthly Salary	Full-Time Equiv. Annual Salary
<input type="radio"/>	Monthly	<input type="radio"/>	Monthly Earnings:	\$0.00		Monthly: \$0.00	(12): \$0.00
<input type="radio"/>	Academic	<input type="radio"/>	Acad. Yr. Earnings:	\$0.00		Academic: \$0.00	(9): \$0.00
<input type="radio"/>	Fiscal	<input type="radio"/>	Annual Earnings:	\$0.00		Fiscal: \$0.00	(12): \$0.00

Salaried Accounting Information (Distribution must total 100%)		Inter-Dept. Funding Approvals		Hourly Accounting Information	
Project No.	% Dist.	Dept. Name	Initials	Project No.	
			ejd	8241101	

Only include the Initials of the person for the "Inter-Dept. Funding Approvals" section and the Project No. for the "Hourly Accounting Information" section. DO NOT enter information in the Salaried Accounting Information.

Retirement / Termination		PSF Originator Information	
Vacation Hrs. Accrued		Name: Dupree, Eulalia J	Phone #: 404/385-4028

Comments: Supervisor: Mike Mailroom, mmailrom3@ohr.gatech.edu, 404-894-4444

Approvals as Required			Office Use Only		
Type	Approver	Approval Date	OHR Group	Approver	Approval Date
INDEPT	Jobe, Gerald				
FWS_AF	Brooks, Emily Simpson				

In the "Approvals as Required" section please add the FWS Coordinator as FWS_AF under the "Type" column.

Include the FWS Supervisor's name, email address and phone number in the comments section of the PSF.