OLD DOMINION UNIVERSITY UNDERGRADUATE STUDENT EMPLOYMENT DATA FORM FOR NEW HIRES/STIPEND ISSUE   Undergrad E-1SU Revised

| Check Distribution Org (for check delivery) _____ | Contact Person: _____ UIN: _____ Ext: _____ |
| | Approver: _____ UIN: _____ Position #: _____ |

_____ - Department/Position Information Complete for each transaction

Department: _____
Organization/Department Name

Banner Position #: _____ **Budget Code:** _____
(prefix)

9 Check one ± be sure to use the correct position prefix.

PREFIX	SUBJECT	TITLE
☐ RS	4025	Student Hourly or Stipend student
☐ WS	4028	Work Study Student
☐ VS	4029	Community Service Work Study Stud

_____ t Change Data COMPLETE FOR STIPEND STUDENTS DO NOT complete this section terminating a stipend student - complete Section V. Use the EPAF process for changes for student hourly employees subject to Web Time Entry.

☐ Stipend Increase/Decrease: Present Stipend _____ New Stipend _____

☐ Change in end date: Present End Date _____ New End Date _____

t Termination Data t

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		Child Support Disclosure	' Drug & Alcohol
	Enrollment _____	' W-4 Form	' VA-4 Form
	I-9: _____	' Selective Serv. Comp.	' Policy 1.75, Receipt
t	I-9 Exp.: _____	' Copy of SS Card	' Direct Deposit Form
	Banner Keyed By: _____	' Dual Employment (Conf. of Int.)	' Elected Official Disclosure
	Date: _____		

The E1SU is divided into six (6) sections. The purpose for completing each section is outlined below. Failure to correctly complete any section of the form or to include any required documentation will result in the E1SU being returned to your department. Until we receive the corrected paperwork, the student will not be authorized to work, and no payroll record can be created.