CHIPPEWA VALLEY SCHOOLS

HUMAN RESOURCES: <u>AUTHORIZATION TO PAY FOR CASUAL</u> WORKER SERVICES AND REQUEST TO ISSUE A CHECK

Check One:				

School/Department:							Use separate form for A/C Payable or Payroll						
Event:						Date	e of Request	:					
Requested	by:						Approved				_		•
= 			Print Name/ Sigr	nature			= =	Signature Princ			and Date		·
			Worker's Name			CRC			PAYROLL	Indicate : If		W-9	
VENDOR	<u>ASN</u>	Emp.?	Address		JOB	REQ?	BEGIN	END	\$ (Gross	Std or	Hrly, Dly	In?	\$ (List
NUMBER		(y/n)	Phone		DESCRIBTION	(y/n)	DATE	DATE	Amount)	Non-Std.	or Lump	(y/n)	Amount)
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								<u> </u>					
						TO	OTAL GROS	SS PAYROLL	\$0.00	0	R		
						Ro	ll-ups: FICA	7.65%	\$0.00	•	Tota	l Acco	unts Payable
Human Re	esources/1	Date			(Effective until 9/3				\$0.00		Reimb Ck #		J
	,		Refer	to back for g				TOTAL			Date:		

Always Include the Individual's correct name (no nicknames).

Current address must be listed.

ACCOUNTS PAYBLE

- * Attach W9 (with Tax ID # if any) with authorization to pay
- * Current employees can not be processed through accounts payble
- * Include check with authorization

PAYROLL

- * Attach payroll packet for all new employees
- * Current employees do not need payroll packet
- * Include check with authorization if applicable. If applicable submit payroll authroization with check (including roll-ups)

CRIMINAL RECORD CHECK

- * Send workers to Human Resources for CRC before work begins
- * We need authorization from Principal/Director to process CRC (email or form)
- * Human Resources will confirm authorization by email when CRC has been conducted

STANDARD/NON-STANDARD

- * Please enter the dollar amount in appropriate column (Payroll or Accts Payable) and indicate if it is either a standard or non-standard amount.
- * STANDARD Rates approved by the Board or Administration
- * NON STANDARD Rates established by site administrator

I:\Business\Forms\Casual Worker Form

^{*}Rollup costs are to be included in check to credit ASN.