

Instructions for Completing Monthly Payroll Authorization Forms

NON-TEACHING PAYROLL AUTHORIZATION

PART I – Completed by the New Employee

In addition to the information requested, the new employee is reminded to sign the form. Without the signature, the authorization cannot be processed.

The new employee also needs to complete the following forms and sign them in front of a CCRI witness from either the hiring department or HR. The forms along with the authorization should be submitted to the hiring department Dean/Department Chair/Director.

- a) I-9 (*copies of identification must be attached to this form*)
- b) CCRI Criminal Background Check (BCI)
- c) R.I. Attorney General Criminal Background Check (BCI)
- d) Drug-Free Workplace
- e) Bar of Claims
- f) Application (CS14) *Answer question # 1 & 5 and sign the 2nd page.*
- g) W-4
- h) Direct Deposit with a voided check attached (*optional*)

All of the above forms can be found on the CCRI HR Forms page except for the BCI from the R.I. Attorney General's office. The employee can get a BCI form at the Attorney General's office located at 150 South Main St., Providence, RI 02903. The office is open from Monday through Friday between the hours of 8:30 am – 4:30 pm. A check or money order in the amount of \$5 made out to BCI is required at the time of the visit. A picture ID containing the employee's date of birth must also be presented.

PART II – Completed by the Dean/Department Chair/Director

Department heads are urged not to leave any sections blank, except "3. Position Control #:".

The Department Chair/Dean/Director is welcome to suggest an appropriate hourly rate for each type of monthly employee although the final rate determination is made by HR. A list of hourly rates is located on the HR Lecturer's Rates page. Once the department head has completed his/her portion of the authorization, the original authorization should be forwarded to the Division Dean (if applicable) or Division Vice President.

A Monthly Payroll authorization is valid for one fiscal year (July 1 – June 30) at the longest. All authorizations end on or prior to June 30th. A few weeks prior to the end of the fiscal year, HR will forward forms to the Chair/Dean/Direct to rehire the same employee, if desired, for the new fiscal year. The renewal process is both simpler and less time consuming.

PART III – Approval Signatures as follows:

1. Department Chair/Director
2. Dean (If applicable)
3. Divisional Vice President
4. Human Resources
5. Business Office
6. Vice President for Business Affairs

PLEASE NOTE:

Please allow at least 2-3 weeks for everyone to have adequate time to obtain, approve and process all of the authorization paperwork.

Remember: An employee cannot begin working until the authorization has received final approval and all related forms have been completed and received in HR.

Upon approval, the department chair / director will receive a signed copy of the authorization with a timecard attached; the employee and Payroll Department will receive a copy of the authorization form as well.

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ADJUNCT FACULTY INFORMATION FORM

PART I - Completed by the New Adjunct Faculty Member

In addition to the information requested, the new employee is reminded to sign the form. Without the signature, the authorization cannot be processed.

The new employee also needs to complete the following forms and sign them in front of a CCRI witness from either the hiring department or HR. The forms along with the authorization should be submitted to the Department Chair.

- a) I-9 (*copies of identification must be attached to this form*)
- b) CCRI Criminal Background Check (BCI)
- c) R.I. Attorney General Criminal Background Check (BCI)
- d) Drug-Free Workplace
- e) Bar of Claims
- f) W-4
- g) Direct Deposit with a voided check attached (*optional*)

All of the above forms can be found on the CCRI HR Forms page except for the BCI from the R.I. Attorney General’s office. The employee can get a BCI form at the Attorney General’s office located at 150 South Main St., Providence, RI 02903. The office is open from Monday through Friday between the hours of 8:30 am – 4:30 pm. A check or money order in the amount of \$5 made out to BCI is required at the time of the visit. A picture ID containing the employee’s date of birth must also be presented.

PART II – Completed by the Department Chair

The Department Chair is urged to complete, sign and return the Information Sheet along with the employment forms (a-g) listed above to Human Resources.

PLEASE NOTE:

Please allow at least 2-3 weeks for everyone to have adequate time to obtain, approve and process all of the authorization paperwork.

Remember: An adjunct faculty’s course load cannot be entered into Banner until HR has received the Information Form and all related employment forms.

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NON CREDIT TEACHING AUTHORIZATION – (Center for Workforce and Community Education Use ONLY)

PART I - Completed by the New Employee

In addition to the information requested, the new employee is reminded to sign the form. Without the signature, the authorization cannot be processed.

The new employee also needs to complete the following forms and sign them in front of a CCRI witness from either the hiring department or HR. The forms along with the authorization should be submitted to the department Dean/Department Chair/Director.

- a) I-9 (*copies of identification must be attached to this form*)
- b) CCRI Criminal Background Check (BCI)
- c) R.I. Attorney General Criminal Background Check (BCI)
- d) Drug-Free Workplace
- e) Bar of Claims
- f) Application (CS14) *Answer question # 1 & 5 and sign the 2nd page.*
- g) W-4
- h) Direct Deposit with a voided check attached (*optional*)

All of the above forms can be found on the CCRI HR Forms page except for the BCI from the R.I. Attorney General's office. The employee can get a BCI form at the Attorney General's office located at 150 South Main St., Providence, RI 02903. The office is open from Monday through Friday between the hours of 8:30 am – 4:30 pm. A check or money order in the amount of \$5 made out to BCI is required at the time of the visit. A picture ID containing the employee's date of birth must also be presented.

PART II – Completed by the Dean/Director

Department heads are urged not to leave any sections blank, except “5. Position Control #:”. Once the department director/dean has completed his/her portion of the authorization, the original authorization should be forwarded to the Division Director (if applicable) or Division Vice President. A copy of the authorization completed thus far should be attached to the employment forms submitted by the employee and forwarded to Human Resources.

A Monthly Payroll authorization is valid for one fiscal year (July 1 – June 30) at the longest. All authorizations end on or prior to June 30th. A few weeks prior to the end of the fiscal year, HR will forward forms to the Chair/Dean/Direct to rehire the same employee, if desired, for the new fiscal year. The renewal process is both simpler and less time consuming.

PART III – Approval Signatures as follows:

1. Department Chair/Director
2. Dean (If applicable)
3. Divisional Vice President
4. Human Resources
5. Business Office

PLEASE NOTE:

Please allow at least 2-3 weeks for everyone to have adequate time to obtain, approve and process all of the authorization paperwork.

Remember: An employee cannot begin working until the authorization has received final approval and all related forms have been completed.

Upon approval, the department chair / director will receive a signed copy of the authorization with a timecard attached; the employee and Payroll Department will receive a copy of the authorization form as well.

HONORARIUM

PART I - Completed by the Employee

In addition to the information requested, the new employee is reminded to sign the form. Without the signature, the authorization cannot be processed.

The new employee also needs to complete the following forms and sign them in front of a CCRI witness from either the hiring department or HR. The forms along with the authorization should be submitted to the hiring department Dean/Department Chair/Director.

- a) I-9 (*copies of identification must be attached to this form*)
- b) Drug-Free Workplace
- c) Bar of Claims

PART II – Completed by the Dean/Department Chair/Director

Department head completes and retains the authorization form along with the employment forms (a-c) listed above until the special service/lecture/guest appearance commitment has been fulfilled.

PART III – Approval Signatures as follows:

- 1. Lecturer
- 2. Director/Chair/Dean
- 3. Business Office

After the Lecturer signs Part III of the Honorarium, the department head signs the form and forwards it and the employment forms to the Business Office where they are signed and forwarded to HR.

Please Note: An Honorarium is used to compensate a guest speaker, event participant or special lecturer for usually no more than two or three appearances over a discrete period of time. An honorarium recipient who returns in the same capacity the following fiscal year does not need to complete the employment forms (a-c) listed above. The Honorarium Payment form does, however, need to be completed for the honorarium to be processed.