

Student Employee Data Collection Form for Non-UAlbany Students (all fields required)

Student Information

Name _____

Student ID _____ Date of Birth _____

Social Security Number _____

Country of Citizenship _____ Email Address _____

Home Address

This should **NOT** be your local or campus address if you are temporarily living on/near campus while attending classes. International students, please list the address for your home country.

Street 1 _____

Street 2 _____

City _____ State/Province _____

Country _____ Zip/Postal _____

Address to Print on Paychecks

NOTE: ALL paychecks are mailed from the NYS Treasury. Please provide a local address if applicable to prevent lost/delayed checks. If none provided, the Home Address from the student record will be used for the mailing of paychecks/stubs.

Street 1 _____

Street 2 _____

City _____ State/Province _____

Country _____ Zip/Postal _____

Supervisor/Department Information

Supervisor _____

(person responsible for overseeing student working)

Timesheet Approver (if different) _____

(person responsible for reviewing/signing/submitted student's timesheets)