

FORM D – Fill in appropriate blue boxes and submit to thanson@uwsp.edu

PAYROLL INFORMATION and TIME CARD AGREEMENT

College of Natural Resources, U W – Stevens Point
Stevens Point, WI 54481

Name:
First Middle Initial Last

Address
Street City State Zip code

DIRECT DEPOSIT IS NOW MANDATORY!

You can fill out the direct deposit form at the following web address:

<http://www.uwsp.edu/admin/busaffairs/bursar/dirdeppay.htm>

Permanent Address:
If different from above Street City State Zip Code

Student ID #: SSN:

Birthdate: Male Female

Job Title Hourly Wage \$

As an intern with the College of Natural Resources I will be working a regular schedule away from campus therefore, I give the College of Natural Resources Intern Secretary permission to enter my hours into the KRONOS payroll system.

**** It is understood that my direct supervisor, will fax my hours in on a bi-weekly basis****

The first time card should be submitted for me at the end of the first pay period following my starting date. Checks will be direct deposited into the account I've provided, 2 weeks after the date they are submitted (This means I may have to work 4 weeks before I receive a paycheck.)

My internship will begin on (date) and will last weeks until approximately (date).

By submitting this form to the internship secretary, I am agreeing to all the terms within it.