

**Kansas State University
College of Veterinary Medicine
VHC/CLINICAL SCIENCES**

**STUDENT EMPLOYEE
PAYROLL INFORMATION**

In order to comply with US Homeland Security Department regulations, all students must complete an I-9 form prior to or no later than the first day of work in the HR office.

Failure to have a completed I-9 form on file with the College may result in immediate termination of employment.

Contact Robyn Dreher at cshr@vet.k-state.edu to schedule a time to complete your payroll appointment forms. You will need to provide personal documentation for verification of employment eligibility, your social security card for payroll purposes, and a voided check for direct deposit of your paycheck.

Employee's Supervisor Must Complete:

Start Date _____

Pay Rate: _____

Account/Project Number _____

Will employee work with animals? No Yes

CVM Network account? No Yes

VetStar account? No Yes

Supervisor Signature _____

PLEASE NOTE: You may not begin work until all payroll paperwork has been completed with HR.

Name _____ **Social Security Number** _____

(Enter name as it appears on the Social Security Card)

KSU E-Mail Address _____ **Wildcat ID Number** _____

Are you a College of Veterinary Medicine student? NO YES

Have you ever worked for KSU or the State of Kansas before? NO YES

If yes, where and when _____

Marital Status: Single Married Divorced Widowed Separated Head of Household Common-law

Local Mailing Address:

Address _____

City, State, ZIP _____

County Abbreviation _____

Permanent Address:

Address _____

City, State, ZIP _____

County Abbreviation _____

Phone Numbers: Home _____ Other Phone _____

In case of emergency, contact (name, phone number and relationship) _____

Gender: Male Female

Date of Birth (MM/DD/YY): _____

Highest level of education: High School Graduate/GED Technical School Some College

Some Grad School 2 year College Degree Bachelor's Degree Master's Degree Doctorate Post-Doctorate

Ethnic Group: American Indian/Alaskan Native Asian Black/African American

Hispanic/Latino Native Hawaiian/Oth Pac Island White

Military Status: No Military Svc Active Reserve Inactive Reserve Vietnam Veteran Other Veteran
 Retired

Citizenship Status: Native Naturalized Alien Permanent Alien Temporary

If you are not a U.S. citizen, please provide: VISA Type _____ Issue Date _____

Expiration Date _____ Arrival date in U.S.: _____