

**Austin Peay State University  
Extended Education/Data Entry Form**

**Signatures**

Course: \_\_\_\_\_  
 I am currently drawing retirement benefits from the Tennessee Consolidated Retirement System or the State's Optional Program: Yes  No

Instructor \_\_\_\_\_ Date \_\_\_\_\_  
 Originator \_\_\_\_\_ Date \_\_\_\_\_ Director \_\_\_\_\_ Date \_\_\_\_\_

**PPAIDEN (Demographic Information)**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Banner #: \_\_\_\_\_  
**(as shown on Social Security Card)**

Start Date: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
 Address Type: MA  
 Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Nation: 157 (U.S.)  
 Gender: \_\_\_\_\_ Birth Date: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
 Citizenship: \_\_\_\_\_  
 Ethnicity: \_\_\_\_\_ Marital Status: \_\_\_\_\_

**PEAEMPL (Employee Information)**

Employee Class: \_\_\_\_\_

Home Department: \_\_\_\_\_ (5 digit Organization Code) **I-9 Form**  
 Check Distribution: T80000 Form Indicator - Received  
 Current Hire: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Date: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
 (Starting Date)

**PDAEDN (Tax Information)**

Deduction: Fica-Med: T01 \_\_\_\_\_ Deduction: FICA: T02 \_\_\_\_\_  
 Deduction: Federal Tax: T03 (Info taken from W4)  
 Marital Status: \_\_\_\_\_ Number of Allowances: \_\_\_\_\_ Exempt: \_\_\_\_\_ (If "Y", enter as "Waived")

**NBAJOBS (Assignment Information)**

Start Date: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Position Number: \_\_\_\_\_

*Job Detail* *OPTIONS:*  
 Change Reason: HIRE Add a Change w/new Effective Date  
 Hourly Rate: \_\_\_\_\_ End Date: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
 Total Payment \_\_\_\_\_

*Payroll Default* *Job Detail*  
 Timesheet Organization: T \_\_\_\_\_ Status: Terminated  
 Change Reason: TERM

*Job Labor Distribution: FOAP*  
 Fund: \_\_\_\_\_ Orgn: \_\_\_\_\_ Acct: \_\_\_\_\_ Program: \_\_\_\_\_  
 (Use Finance Chart of Accounts)

- Attach the following forms for new employees:
- \_\_\_\_ I-9 Form
  - \_\_\_\_ Copy of Social Security Card (for payroll purposes)
  - \_\_\_\_ W-4 Form
  - \_\_\_\_ Direct Deposit Form