



PAYROLL INFORMATION -- SUBSTITUTE & PROJECT

Please Print Legibly

Full Legal Name _____

Soc Sec # _____

Mailing Address _____
Street/PO Box _____ City _____ State _____ Zip _____

Phone #1 _____ Phone #2 _____

Email Address _____

What kind of work will you be doing? _____

Licensed (TSPC) Classified (non-licensed)

Date of Birth _____ Male Female Other

PERSON TO NOTIFY IN CASE OF EMERGENCY

Name _____ Phone _____

OREGON PUBLIC EMPLOYEES RETIREMENT SYSTEM

- I have never been an active member of Oregon PERS I am retired from PERS:
 ___ Benefits received in lump sum
 ___ Benefits received monthly
- I am an active member of Oregon PERS
Please check:
 ___ Tier 1, hired prior to 1-1-1996
 ___ Tier 2, hired after 1-1-1996
 ___ OPSRP, hired after 8-29-2003

PAYCHECKS

Direct Deposit You must complete an agreement and keep the Business Office informed of any bank changes.

If at any time during the year you wish to make changes to your direct deposit information, contact the payroll department at 541-693-5610. Notification must be in **writing** at least 2 weeks prior to the next payday.

Project Manager Will Provide The Following Information:

Pay Amount Hourly/Salary \$ _____

Account Numbers _____

Project Manager's Signature _____

Employee Signature _____