



**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 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

I am retired from PERS:  
\_\_\_ Tier I/II    \_\_\_ OPSRP  
\_\_\_ Benefits received monthly  
\_\_\_ Benefits received in lump sum

**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** \_\_\_\_\_