



University at Buffalo  
341 Student Union  
Buffalo, NY 14260

Tel: (716) 645-2954  
Fax: (716) 645-2674  
Web: sbi.buffalo.edu

**This form MUST be completed at time of hire and subsequently submitted to the Sub-Board I Accounting Office.**

☐ Appointment Authorization

☐ Regular  
☐ Volunteer  
☐ Work Study

Organization

Department

Job Title

Budgetary Account No.

☐ Change in Appointment\* (Give details under remarks below)

☐ Termination of Appointment\* (Give details under remarks below)

Personal Information

☐ Male ☐ Female

☐ Married ☐ Single

Name: LastFirstMiddleDate of Birth

Email AddressUB Person Number

Local Address

CityStateZip

Local PhoneCell Phone

Permanent Address

CityStateZip

PhoneCountry

Citizenship:

☐ United States

☐ Other:  
(Specify)  
(Expiration Date)

University Status:

☐ Undergraduate (6 Hours or more)

☐ Undergraduate (Under 6 Hours)

☐ Graduate (4 Hours or more)

☐ Graduate (Under 4 Hours)

☐ Non-Student

Term:

☐ Full Year

☐ Academic Year

☐ Other\* (Give details under remarks below)

Cycle:

☐ Bi-Weekly

☐ Monthly

Payment Status:

☐ Salaried

Annual Salary Amount \$

☐ Hourly

Hourly Rate \$

☐ Stipend

Weekly Rate \$

☐ Bonus\*

Amount \$

☐ Other\*

**\*Note** any changes to be made to the appointment or remarks.

Payment Options:

- ☐ Direct Deposit (Direct deposit form must be on file at SBI)
- ☐ Paycheck

Distribution Options:

- ☐ Pick-up (SBI Accounting Office, 341 Student Union)
- ☐ Mail to local address
- ☐ Mail to permanent address

Name

Signature

Title

Name

Signature

Title

Name

Signature

Title

SBI Accounting Office Use Only:

Date Received

Date Processed

Processed by

Employee No.

Bi-Weekly Amt.

Hourly Rate

Tax Information

I-9 Completed

W-4 Completed

No. of Exemptions

Tax Information

NYS Notice

IT 2104 Completed

No. of Exemptions

Fall  Hrs.

Spr.  Hrs.

Non-student

\$1.  Hrs.

\$2.  Hrs.

\$3.  Hrs.

HEALTH & SAFETY SERVICES | STUDENT MEDICAL INSURANCE | OFF-CAMPUS HOUSING  
PHARMACY | LEGAL ASSISTANCE | TICKET OFFICE | WRUB | CORPORATE SERVICES