



SUMMER EMPLOYEE INFORMATION FORM

(Last Name) (First Name) (M.I.) (Nickname) [ ] Dr [ ] Miss [ ] Ms [ ] Mrs [ ] Mr
Phone Number

(HOME Address) (City) (State) (Zip)

(Social Security Number) (Birthdate) [ ] Female [ ] Married [ ] Male [ ] Single

(Ethnicity): Are you Hispanic or Latino? [ ] Yes [ ] No (Race): Choose one or more: [ ] American Indian or Alaska Native [ ] Asian [ ] Black or African American [ ] Native Hawaiian/Other Pacific Islander [ ] White

(Name of Spouse)

(Emergency Contact) (Phone)

Colleges Attended: Degree Degree

Position Title Department

Start Date End Date

\*\*\*PLEASE NOTE CHANGE IN EMPLOYEE PAYCHECK OPTION: As a summer employee, you will have two options as to how you would like to receive your paycheck. Please choose one of the following options: (This applies only if you will be receiving more than one paycheck).

- [ ] Have your paycheck direct deposited to a financial institution of your choice. (If you select this option, you must complete the attached tan direct deposit form.) For all financial institutions other than Adirondack Trust, Payroll is required to process a pre-note for the first time only. The financial institutions require verification that your account number and routing number are correct. For this reason, you will receive an actual paycheck the first pay day after you sign up for direct deposit, which will be sent to your department. If all information is correct, money will be directly deposited in your account on the following pay day.
[ ] Have your paycheck mailed to your home address on file. Please notify Human Resources if your home address changes.

Paychecks will no longer be delivered to departments, nor will you be able to pick up your paycheck in the Payroll Department.