

National Bureau of Economic Research

Personnel Action Form (Casual Hourly Research Assistant Version)

Please use <http://www.nber.org/sendthisfile> to electronically send payroll forms securely to the NBER.

Personal Information :

Last name, first name, middle initial : _____

Current Address: _____

Home Telephone Number : _____

Email Address (if available) : _____

Permanent Address and phone #:

(if different from your current address) _____

Status: Graduate Student Undergraduate Student Other

Position Information :

Job Title : _____

Supervisor's Name : _____

Expected Hours of Work per Week: _____

Work Location : _____

Work Telephone Number: _____

Effective Date : _____

Hourly Rate of Pay: _____

Grant Allocation :

| NBER Account Number(s) | Project Name(s) | % of Effort | Project Termination Date |
|------------------------|-----------------|-------------|-----------------------------|
| | | | |

NSF Grants:

Date Completed Responsible Conduct of Research Training: _____

(See attached memo for additional information.)

Statistical Data:

This information is requested to enable compliance with Federal and State regulations and will be held in strict confidence.

Date of Birth: _____ Gender: _____ Citizenship: _____

Are you a US Veteran? Yes No

If yes, did you serve during the Vietnam Era? Yes No

Ethnicity: American Indian/Alaskan Native
White Black (not of Hispanic Origin)
Hispanic Asian/Pacific Islander

I would like my paychecks:

deposited directly into my bank account sent to my current address

held at the NBER

I would like my paystubs:

held at NBER sent to my current address

Research Assistant's Signature:

I understand that I am an employee at will and that my employment may be terminated at any time by either myself or the NBER. Under no circumstance will my employment continue beyond the termination date of the grant listed in the Grant Allocation Section of this form. I understand that it is my responsibility to update the NBER with any address changes so that I will receive my W-2 in a timely fashion.

Research Assistant's Signature

Date

Approval Signatures :

Project Director(s) : _____ Date : _____

Office of the President : _____ Date : _____

**If you would prefer to return the materials electronically,
please send them through this secure website:**

<http://www.nber.org/sendthisfile/>

Please do not return the forms via regular email.