

SPECIAL PAYMENTS PAYROLL AUTHORIZATION

ACTION CODE	EFFECTIVE DATE	AGENCY CODE	AGENCY CONTACT & PHONE NUMBER				
SOCIAL SECURITY NO. (Verified)	FIRST NAME (Legal Name Only)		MIDDLE INT.	LAST NAME			
RATE OF PAY	H/D	NPH	PCT EMP	CHK DIST/LOC	SUB-PGM	PROGRAM	PSEUDO CODE
FUND SOURCE	CODE	PERCENT	REVIEW CODE	CLASS CODE	AGENCY CONTROL NUMBER		
FIRST							
			AGENCY CONTROL NUMBER (Not required)		RESERVED (PIN)		
SECOND							
			ENTRY ON DUTY DATE	(IF EMPLOYEE HAS HAD PREVIOUS CONTRACTS, THE ENTRY ON DUTY DATE SHOULD BE THE DATE OF THE ORIGINAL CONTRACT.)			
THIRD							

REMARKS:

I CERTIFY THAT SUFFICIENT FUNDS ARE IDENTIFIED AND AVAILABLE IN THE AGENCY APPROPRIATION FOR CONTRACTUAL EMPLOYMENT TO SUPPORT THIS EXPENDITURE, THAT THE APPROPRIATE CONTROL AGENCY REVIEW STATUS HAS BEEN INDICATED AND THAT APPROVAL HAS BEEN OBTAINED BY WAY OF THE 312 PROCESS, IF REQUIRED.

SIGNATURE-FISCAL OFFICER

SIGNATURE-APPOINTING AUTHORITY

DATE

NAME-APPOINTING AUTHORITY

ACTION CODE (01-NEW HIRE, 02-TRANSFER, 03-CHANGE, 04-TERMINATE)
For new hires submission of a W4 (Form MW507) is required.
The new W4 Form must indicate Payroll Type CT.

REVIEW CODES (REASONS EXEMPT FROM PRE-EMPLOYMENT CONTROL AGENCY REVIEW)

- | | | |
|-------------------------|---|--|
| A. SEPARATION OF POWERS | 41-LEGISLATIVE | 51-JUDICIAL |
| B. STATUTORY - 21 | | |
| C. POLICY: | 01-STUDENT (FICA EXEMPT) | 08-SPECIAL AUTHORITY (ATTACH JUSTIFICATION) |
| | 02-PATIENT (FICA EXEMPT) | 09-ON DUTY PHYSICIAN, DHMH |
| | 03-INMATE (FICA EXEMPT) | 10-APPROVED, BPW |
| | 04-DIRECT EMERGENCY SERVICES | 11-INTERMITTENT/ SEASONAL EMPLOYMENT |
| | 05-DIRECT STUDENT SERVICES,
SCHOOL FOR THE DEAF | 12-EXEC DEPT-GOV |
| | 06-COLLEGE FACULTY | 14-INCENTIVE AWARDS |
| | 07-FISCAL EXCLUSION- DBM APPROVAL
REQUIRED (ALSO SUBMIT DBM 312) | 99-DBM APPROVAL REQUIRED (ALSO SUBMIT DBM 312) |

FORWARD COMPLETED FORM TO: CPB PERSONNEL INTERFACE UNIT
P.O. BOX 2396
ANNAPOLIS, MD 21401

FORMS REQUIRING REVIEW CODES "07" & "99" MUST BE FORWARDED
TO DEPT. OF PERSONNEL SERVICES AND BENEFITS,
CLASSIFICATION UNIT FOR APPROVAL.