National Bureau of Economic Research

Personnel Action Form (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) _____

_____

Position Information :

Job Title : _____

Supervisor's Name : _____

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

Employee'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 principal investigator of my project. 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.

_____ _____

Employee'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.