

## SPECIAL PAYMENTS PAYROLL AUTHORIZATION

ACTION CODE	EFFECTIVE DATE	AGENCY CODE	AGENCY CONTACT & PHONE NUMBER				
SOCIAL SECURITY NO. <small>(Verified)</small>	FIRST NAME <small>(Legal Name Only)</small>		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	BIRTH DATE	SEX	
FIRST							
SECOND			AGENCY CONTROL NUMBER <small>(Not required)</small>		RESERVED (PIN)		
THIRD			ENTRY ON DUTY DATE	(IF EMPLOYEE HAS HAD PREVIOUS CONTRACTS, THE ENTRY ON DUTY DATE SHOULD BE THE DATE OF THE ORIGINAL CONTRACT.)			

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)<br>02-PATIENT (FICA EXEMPT)<br>03-INMATE (FICA EXEMPT)<br>04-DIRECT EMERGENCY SERVICES<br>05-DIRECT STUDENT SERVICES,<br>SCHOOL FOR THE DEAF<br>06-COLLEGE FACULTY<br>07-FISCAL EXCLUSION | 08-SPECIAL AUTHORITY (ATTACH JUSTIFICATION)<br>09-ON DUTY PHYSICIAN, DHMH<br>10-APPROVED, BPW<br>11-INTERMITTENT UI CLAIMS<br>12-EXEC DEPT-GOV<br>14-INCENTIVE AWARDS<br>99-312 APPROVAL REQUIRED |

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

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