

**CASUAL EMPLOYEE INFORMATION**

<b>CASUAL EMPLOYEE INFORMATION (Completed by Casual Employee):</b>	
I am a member of: <input type="checkbox"/> NYSTRS <input type="checkbox"/> NYC TRS	
Member #: _____ Date of Membership: _____	
Failure to disclose membership in the New York State Teacher's Retirement System is fraudulent according to New York State Education Law.	
Print Name: _____	Social Security #: _____
Address: _____	Phone #: _____
_____	_____
Employee Signature: _____ Date: _____	
<b>DISTRICT INFORMATION (Completed by Subscribing District)</b>	
The above-named Casual Employee will be conducting: _____ at a rate of _____ for a maximum of _____ hours. The title of the project/event is _____ . Anticipated Start Date: _____	
School District Name: _____ School phone #: _____	
District Representative: _____ Title: _____	
District signature: _____ Date: _____	
<b>FOR BOCES OFFICE USE ONLY: (to be completed by CIT program supervisor)</b>	
<b>Employment Term:</b> Start Date: _____	End Date: _____
Hourly Rate: _____	Max Earnings: _____
Budgeted Amount: _____	Budget Code: _____
Program Supervisor Signature: _____	Date: _____
Executive Director Signature: _____	Date: _____

Human Resources  
Administrator: \_\_\_\_\_

Date: \_\_\_\_\_

For Nassau BOCES HR use only: Status verified _____ Name _____ Department _____ Location Code _____ Employee ID _____ PAR _____
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