U.S. HOUSE OF REPRESENTATIVES
Washington, DC 20515

House Paid Internship Program

Payroll Authorization Form (PAF)

To the Chief Administrative Officer of the House of Representatives: I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Employee or Social Security Number	**Type of Action**
	Appointment
Employing Office	Salary Adjustment
	Termination (At close of business on effective date)
	Leave without pay (Beginning with effective date above and ending close of business ( ) (Specify date)

(If type of action is an Appointment or Salary Adjustment, complete appropriate information below.)

Position Title* - Washington DC or District Office Paid Selection Required		Gross Annual Salary**
	PAID INTERN - HOUSE PROGRAM (WASHINGTON DC)	
	DISTRICT OFFICE PAID INTERN - HOUSE PROGRAM	

House Paid Internship Program - Reminders

- The House Paid Internship Program is available to Member offices (This PAF is only for Members' Office)

- Compensation for House Paid Internship Program Interns will be charged to House Paid Internship Program Fund, **not** the Members' Representational Allowance (MRA).

- House Paid Internship Program Interns do not count against a Members' Office authorized position count of 18 permanent and 4 additional (non-permanent) staff

- House Paid Internship Program Interns are **not** eligible for benefits

- Position time limits apply: 120 calendar days per employing authority in any 12 month period *(Best practices is to submit Termination PAF with Appointment PAF transaction)*

- Annual salary limits apply: Set by the Committee on House Administration and can be referenced in the Member's Congressional Handbook, or by contacting the CAO Office of Payroll and Benefits at 202-225-1435

Date
....
                                                                                                                                 (Signature of Authorizing Official)

....
            State and District   **(Type or print Member Name)**

Appropriation Code:

....   Payroll...............