

Appointing a Temporary Employee to Payroll

Name

PID (if applicable)

Email

Supervisor's Name

Supervisor's PID

Hourly Pay Rate

Funding Source

Employee can make ePro purchases?

- Yes
 No

Will employee need after hours access?

- Yes
 No

Room number the Lab employee will be working in:

If answer to above is yes, please indicate supervisor for hours worked outside of building hours.

Hire Start Date (week from today minimum)

End Date (one year maximum)

Description of job duties:

The job must be posted for a minimum of 3 days. The candidate must apply for the job. The candidate will be contacted by Human Resources to complete a criminal background check.

If the employee is not *currently* on payroll, they will need to be prepared to fill out tax forms, complete a direct deposit form and complete an I9 with Human Resources. They will be contacted with information on what items they should be prepared to bring with them when completing this paperwork. This paperwork **must be complete** before the employee can be hired. This is university and federal policy.