TEMPORARY HELP EMPLOYMENT FORM

Please use this form when hiring ANY student or non-student to work for the Department of <mark>DEPARTMENT NAME</mark>
PRIOR to their appointment being entered and **PRIOR** to any hours worked or required training;
ALL individuals MUST have or obtain a valid UI work permit card from Student & Temporary Employment Services.

Employee Information

Name: _____ ST ID or V#: _____

Address: _____ Phone: _____

_____ Email: _____

Regulatory Information / Work Authorization

I9 Completion Date: _____ Enrollment Status: _____

CBC Required ☐ Yes ☐ No CBC Completion Date: _____

CBC's are required for all positions that are not "students only", i.e. TA, RA, and non-student temp-help

Position and Pay Rate ☐ New Hire ☐ Budget Change ☐ Rate/Hour Change

☐ Non-Student IH	Hourly Rate	Description of Duties:
☐ Undergraduate IH	$_____	_____
☐ Graduate IH	OR	_____
☐ Graduate RA	Semester Stipend	_____
☐ Graduate TA	$_____	_____

Appointment Details   MULTIPLE BUDGETS? ☐

Contingent Job Start Date: _____

Job Term Date: _____

Index #	Max. Hrs/Wk OR Max. $/Appt
_____	_____
_____	_____
_____	_____

Office Use Only	
Date:	Title:
Approval Category:	Employee Class:
PCN/Suffix:	EPAF#:

Tuition/fees/ins paid on contract? Yes _____ No _____ (If yes, what and how much?)_____

Building keys/card access required? Yes _____ No _____ (If yes, what rooms?) _____

Supervisor for time sheet approval _____

_____
Student Signature   Date

_____
Contract PI / Faculty/ Dept Supervisor   Date