TEMPORARY HELP EMPLOYMENT FORM

Please use this form when hiring ANY student or non-student to work for the Department of DEPARTMENT NAME 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.

Name: ST ID or V#: Address: Phone: Email: 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 Non-Student IH Hourly Rate Undergraduate IH OR Graduate TA \$ Appointment Details Contingent Job Start Date: MultriPLE BUDGETS? Job Term Date: Max. Hrs/Wk OR Max. \$/Appt Date: Title: Approval Category: Employee Class:	Employee Informati	on				
Address: Phone:	Name:	ne:ST ID or V#:				
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 Position and Pay Rate New Hire Budget Change Rate/Hour Change Position and Pay Rate Index # New Hire Max. Hrs/Wk or Max. \$/Appt						
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 Non-Student IH Hourly Rate OR Graduate IH OR Graduate RA Semester Stipend Graduate TA \$						
I9 Completion Date: Enrollment Status: CBC Required Yes CBC Required Yes 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 Non-Student IH Hourly Rate Onno-Student IH Hourly Rate Graduate IH OR Graduate RA Semester Stipend Graduate TA Appointment Details Multiple Budget Change Multiple Budget Change Office Use Only Date: Title:						
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 Position and Pay Rate New Hire Budget Change Rate/Hour Change Position and Pay Rate New Hire Budget Change Rate/Hour Change Position and Pay Rate New Hire Budget Change Rate/Hour Change Position and Pay Rate Description of Duties: Undergraduate IH OR Graduate RA Semester Stipend Graduate TA \$						
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 Non-Student IH Hourly Rate Oraduate IH OR Graduate RA Semester Stipend Graduate TA \$						
Position and Pay Rate New Hire Budget Change Rate/Hour Change Non-Student IH Hourly Rate Description of Duties:						
Non-Student IH Hourly Rate Undergraduate IH Graduate IH OR Graduate RA Semester Stipend Graduate TA \$	CBC's are required for all positions that are not "students only", i.e. TA, RA, and non-student temp-help					
Image: Contingent Job Start Date: Image: Contingent Details Multiple Budgets? Multiple Budgets? Multiple Budgets? Image: Max. Hrs/Wk or Max. \$/Appt	Position and Pay Ra	ate 🗌 New Hir	re 🗌 Budge	et Change 🛛 Ra	te/Hour Change	
Graduate IH OR Graduate RA Semester Stipend Graduate TA \$	Non-Student IH	Hourly Rate Description of Duties:				
Graduate RA Semester Stipend Graduate TA \$	Undergraduate IH	\$				
Graduate TA \$	Graduate IH	OR				
Appointment Details Contingent Job Start Date: Job Term Date: Index # Max. Hrs/Wk OR Max. \$/Appt Date: Title:	Graduate RA	Semester Stipend				
Contingent Job Start Date: Job Term Date: Office Use Only Index # Max. Hrs/Wk OR Max. \$/Appt Date: Title:	Graduate TA	\$				
Contingent Job Start Date: Job Term Date: Office Use Only Index # Max. Hrs/Wk OR Max. \$/Appt Date: Title:						
Job Term Date: Office Use Only Index # Max. Hrs/Wk OR Max. \$/Appt Date: Title:						
Index # Max. Hrs/Wk or Max. \$/Appt Date: Title:						
index # Max. HIS/WK OR Max. \$/Appl						
Approval Category: Employee Class:	Index #	Max. Hrs/Wk o	R Max. \$/Appt	Date:	Title:	
				Approval Category:	Employee Class:	
PCN/Suffix: EPAF#:				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	Building keys/card acce	•				

Student Signature

Date