

TEMPORARY HELP EMPLOYMENT FORM

Please use this form when hiring ANY student or non-student to work for the College of Engineering **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 – Completed by Dept Manager	
I9 Completion Date: _____	Enrollment Status: _____
CBC Required <input type="checkbox"/> Yes <input type="checkbox"/> No	CBC Completion Date: _____
	CBC Index: _____ <small>(Grant Unallowable)</small>
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		
<input type="checkbox"/> New Hire	<input type="checkbox"/> Budget Change	<input type="checkbox"/> Rate/Hour Change
<input type="checkbox"/> Non-Student IH <input type="checkbox"/> Undergraduate IH <input type="checkbox"/> Graduate IH <input type="checkbox"/> Graduate RA <input type="checkbox"/> Graduate TA	Hourly Rate \$ _____ OR Semester Stipend \$ _____	Description of Duties: _____ _____ _____

Appointment Details		MULTIPLE BUDGETS? <input type="checkbox"/>						
Contingent Job Start Date: _____	Office Use Only							
Job Term Date: _____								
<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 30%; text-align: left; padding: 5px;">Index #</th> <th style="width: 70%; text-align: left; padding: 5px;">Max. Hrs/Wk OR Max. \$/Appt</th> </tr> <tr> <td style="border-bottom: 1px solid black; padding: 5px;">_____</td> <td style="border-bottom: 1px solid black; padding: 5px;">_____</td> </tr> <tr> <td style="border-bottom: 1px solid black; padding: 5px;">_____</td> <td style="border-bottom: 1px solid black; padding: 5px;">_____</td> </tr> <tr> <td style="border-bottom: 1px solid black; padding: 5px;">_____</td> <td style="border-bottom: 1px solid black; padding: 5px;">_____</td> </tr> </table>			Index #	Max. Hrs/Wk OR Max. \$/Appt	_____	_____	_____	_____
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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