|  |  |  |  |
| --- | --- | --- | --- |
| **Legal Name** |  | | |
| **ID #** |  | | |
| **Department** |  | | |
| **Employee Assignment Type**   * + **HR- Temporary Regular** (not a student-works less than 20 hours per week)   + **HS-Temporary Student** | | | |
| Date: | **First Day of Employment –** must be at least 5 days after HR receives this form and enters employee in HR system. Employee **CANNOT** work without an electronic TIME sheet. | | |
| # of Hours student/ regular hourly will work per week. |  | | **List Additional Department(s) that employee works:** |
| |  |  | | --- | --- | | **$** | **Hourly Pay rate** (must be no less than minimum wage of $10.15 per hour) | |  | **Funding account number** |   **TIME Assignment** : Clock in and out- **Synchronous (Please Select Below)**  **Work Performed: On Campus or Off Campus (circle one)**  **Expected Clock in Location: On Campus or Other (circle one)**  \*\* if you circle other, please explain below\*\* | | | |
|  | | **Increase Pay Rate or Account Number Change Information** | |
| Effective Date pay rate change | |  | |
| Effective Date Account Number Change | |  | |
| **Reason for Pay rate Increase:** | | | |
| **Termination Date** | |  | |
| **Termination Reason** | |  | |
| Prepared by: | |  | |
| Account Manager: | |  | |

\*\* All Temporary Hourly positions are limited to 29 hours or less per week\*\*\*