TEMPORARY EMPLOYEE//STUDENT WORKER APPROVAL FOR HIRE FORM

It is required that this form be completed and submitted to the personnel office at least 2 (two) weeks prior to the requested start date for approval processing. Your supervisor/director/department head’s approval and signature are required before submitting to the personnel office. Hourly employees may not begin working until all approvals are obtained as employment is not guaranteed. Start date will be determined by the personnel office once all approvals are obtained.

Date Submitted to Personnel Office ___________ Funding Source_____________________
Staff or Faculty Name_________________________ Email____________________________

Student’s Name_____________________________ Student’s MyID_____________________
Student’s Email_____________________________ Student’s 810/811#__________________
Requested Hire Date________________________ Hourly Pay Rate____________________
# Hours Per Week__________________________

**STUDENT AND TEMPORARY WORKERS ARE NOW SUBJECT TO AN APPROVED BACKGROUND**

Supervisor/Dept Head/Director Signature Date

for Personnel Office use

Date student contacted__________________ Date HR contacted/approved________________________
Non-Employee (Honorarium) or Payroll
Approved for hire YES/NO If no, reason______________________________________________
Adequate funds budgeted in account YES/NO If no, reason____________________________________

Chart-string Details:
____________________________________ Fund____________ Class ID___________
Terri Baker Date
Program__________ Dept ID___________
Budget Journal date____________________