

Date received in personnel office _____



**Grady College of Journalism
and Mass Communication**
UNIVERSITY OF GEORGIA

TEMPORARY EMPLOYEE//STUDENT WORKER APPROVAL FOR HIRE FORM

It is required that this form be completed and submitted to the personnel office to begin the hiring process for any student hourly worker or temporary hourly worker. Your supervisor/director/department head's approval and signature are required before submitting to the personnel office. **Hourly employees may not begin working until USG approves the start date as an approval of employment is not guaranteed. Due to UGA's new hiring system and USG's processing requirements, expected start dates can take up to 3-4 weeks.**

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 _____ Room # _____

Will this student/temp worker be working with others that are 18 years or younger? _____

Will this student/temp worker have access to cash, keys, cars, sensitive or personal information such as 810#s? _____

****STUDENT AND TEMPORARY WORKERS MAY BE SUBJECT TO AN APPROVED BACKGROUND CHECK****

Supervisor/Dept Head/Director Signature

Date

for Personnel Office use

Date student emailed _____ Non-Employee (Honorarium) or Payroll _____

Date position created _____ Date posted _____ Date Hiring Proposal submitted _____ Start date _____

Adequate funds budgeted in account? YES/NO If no, reason _____

Budget Journal Date _____

Chart-string Details:

Fund _____ Class ID _____ Program _____ Dept ID _____

Initialed _____ Date _____ COMBO CODE _____