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

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**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_________________________________________