|  |  |
| --- | --- |
| **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\*\*\*