

Temporary Hourly/STIPEND Hiring Form

Today's Date:

- New UI Employee - *Copy of Work Permit attached*

- Change of Status - *No copy of Work Permit required*
 - Completion of PERSI probation*
 - Change of position*
 - Change of budget*
 - Change of pay rate*
 - Other* _____

*** Complete Information Below ***

Name: _____

Email: _____ Phone: _____

Student ID #: _____

Department: _____

Job Title: _____ Rate of Pay: _____

Budget #: _____ Start Date: _____

Work Study: YES NO Status Full Time Part Time

(payroll office use only)

V#: _____

****This form must be submitted by noon on the Monday prior to the last Friday in the payroll period.**

Supervisor's Signature: _____