

CNR STUDENT/TEMPORARY STAFF EMPLOYMENT FORM

Please select one of the following:

- NEW HIRE** (has never previously worked for UI)
- ADDITIONAL APPOINTMENT**
- REAPPOINTMENT - DATE LAST TERMED:** _____
- PAY RATE CHANGE**

Employee Information

Name: _____	V#: _____
Address: _____	Phone: _____
_____	Email: _____

Department Information

Department: _____	Supervisor: _____
-------------------	-------------------

Appointment Details

Position Type: <input type="checkbox"/> Student Temp <input type="checkbox"/> Non-Student Temp <input type="checkbox"/> Non-Student Temp (PERSI)	Position Title: _____ Position Pay Rate: _____	Description of Duties <i>(may attach additional page if needed)</i> : _____ _____ _____ Work Location: _____
Start Date: _____ Term Date: _____ <small>*Please line up with Pay Period Schedule*</small>	Budget Index(es): <input type="checkbox"/> Check here if planning to have multiple timesheets _____ _____	Hours Per Week: <small>*PERSI Rules: Non-Student, 20+ hrs, more than 5 months</small> _____

Regulatory Information / Work Authorization

*For reappointments and pay raises, please indicated "On File".

CBC Completion Date: _____

Work Authorization Card Date: _____

Driving Authorization

Will this employee need to be authorized to drive UI/Co-op vehicles? *Instructions will not be sent until I-9 has been completed*

Yes No

ALL temporary employees MUST present a valid Work Authorization Card to their supervisor/department BEFORE performing any work.

Employee Signature *Not needed if a pay raise or reappointment _____ Date _____

Immediate Supervisor *Always required and must be board appointed employee _____ Date _____