

STUDENT/TEMPORARY STAFF EMPLOYMENT FORM (Aug 2019)

Please complete this form and have the employee present it to Human Resources to obtain a Work Authorization Card. The supervisor will then forward this form to the EPAF creator after all pre-employment requirements have been completed.

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

Employee Information	
Name: _____	ST ID or V#: _____
Address: _____	Phone: _____
_____	Email: _____
Anticipated Job Start Date (provide sufficient time for all pre-employment requirements): _____	
Department Information	
Department: _____	
Supervisor: _____	
Timesheet ORG: _____	
Regulatory Information / Work Authorization	
1. CBC Required <input type="checkbox"/> Yes <input type="checkbox"/> No CBC Completion Date: _____ CBC's are required for all positions that are not "students only", i.e. TA, RA, – See APM for full policy and requirements including student positions.	
2. After CBC completed check for current I-9 in PEAEMPL. If I-9 is over 3 years old (and employee isn't currently working) instruct them to visit HR to complete I-9.	
3. Work Authorization Card Presented (Please attach copy) <input type="checkbox"/> Date: _____	

AFTER WORK AUTHORIZATION CARD PRESENTED ENSURE THE BACK PAGE IS COMPLETED AND FORWARD TO THE EPAF CREATOR: _____

Employee Signature Date

Immediate Supervisor **must be board appointed employee* Date

Position and Pay Rate

New Hire Budget Change Rate/Hour Change

- Non-Student Temp
- Undergraduate Temp
- Graduate Temp
- Graduate RA
- Graduate TA

Hourly Rate
\$ _____

OR

Semester Stipend
(Graduate RA/TA Only)
\$ _____

Description of Duties (*may attach additional page if needed*):

Appointment Details

Confirmed Start Date: _____

Job Term Date: _____

Index #	Max. Hrs/Wk OR Max. \$/Appt
<input type="checkbox"/> MULTIPLE BUDGETS	
_____	_____
_____	_____
_____	_____

Office Use Only	
Date:	Title:
Approval Category:	Employee Class:
PCN/Suffix:	EPAF#:

Tuition/fees/ins paid to employee? Yes ___ No ___ (If yes, what and how much?) _____

Building keys/card access required? Yes ___ No ___ (If yes, what rooms?) _____

Supervisor for time sheet approval _____