

# CNR STUDENT/TEMPORARY STAFF EMPLOYMENT FORM

Please select one of the following:

- ☐ **NEW HIRE** (has never previously worked for UI)
- ☐ **ADDITIONAL APPOINTMENT**
- ☐ **CONTINUATION – UPCOMING TERMINATION DATE:** \_\_\_\_\_
- ☐ **REAPPOINTMENT – TERMINATION DATE:** \_\_\_\_\_
- ☐ **PAY RATE CHANGE**

<b>Employee Information</b>			
Name: _____		V#: _____	
Address: _____		Phone: _____	
		Email: _____	
<b>Department Information</b>			
Department: _____		Supervisor: _____	
<b>Appointment Details</b>			
<b>Position Type:</b> <input type="checkbox"/> Student Temp <input type="checkbox"/> Non-Student Temp <input type="checkbox"/> Non-Student PERSI Temp	<b>Position Title:</b> _____  <b>Position Pay Rate:</b> _____	<b>Description of Duties</b> ( <i>please be concise, 2-3 sentences</i> ): _____ _____ _____ <b>Work Location (City, State):</b> _____	
Start Date: _____ Term Date: _____ <small>*Please line up with Pay Period Schedule*</small>	<b>Budget Index(es):</b> <input type="checkbox"/> <b>Check here if position is federally funded (partially or entirely). Federally funded positions subject to Dean's Office approval.</b> <input type="checkbox"/> Check here if planning to have multiple timesheets _____ _____		<b>Hours Per Week:</b> <small>*PERSI Rules: Non-Student, 20+ hrs, more than 5 months</small> _____
<b>Regulatory Information / Work Authorization</b>			
<small>*For reappointments and pay raises, please indicated "On File".</small>			
CBC Completion Date: _____		Work Authorization Card Date: _____	
<b>Driving Authorization</b>			
Will employee need to be authorized to drive UI/Co-op vehicles? *Instructions will not be sent until I-9 has been completed* <input type="checkbox"/> Yes <input type="checkbox"/> 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