



Payroll Authorization - Temporary and Seasonal

Completed by Hiring Department

Instructions: Use form when hiring either a temporary or seasonal employee. New hires must complete a background check, Personal Data form, W-4 and I-9 with the Human Resources Department prior to start date. Temporary employees may work up to a total of 12 weeks during each measurement period (June-May). Seasonal employees may work up to a total of 26 weeks during each measurement period (June-May). Part-time employees may work an average of 25 hours or less per week.

Please select the employment status by following the process to the right.

Temporary
Up to 12 weeks
OR
 Seasonal
Up to 26 weeks



Administrator
Paid monthly
OR
 Staff
Paid hourly



Part-time
≤ 25 hours
OR
 Full-time

Today's Date _____ Hire Date _____ PIDM _____

First Name _____ MI _____ Last Name _____

Position Title _____

Assignment Description:

Payment Schedule: Federal Minimum Wage \$15.00/hour. Minimum Administrator Salary \$684.00/week.

Hourly Rate of Pay _____ **OR** Monthly Rate of Pay _____ Total Authorized _____

Beginning Date _____ - Ending Date _____ Average Work Hours per Week _____
(MM/DD/YY) (MM/DD/YY)

Budget Account # _____ - _____ - _____ Department _____

Supervisor Acknowledgement

As the supervisor I, _____, acknowledge this is a temporary/seasonal assignment for a non benefits eligible employee and that the employee will work within the constraints listed above.

Supervisor Signature Supervisor Position Code Date

Authorizing Signatures:

Department Budget Manager/Dean - Signature Department Budget Manager/Dean - Printed Name Date

Division Vice President/Provost/AVP - Signature Division Vice President/Provost/AVP - Printed Name Date

Human Resources Department - Signature Human Resources Department - Printed Name Date

Finance & Admin Services - Signature Finance & Admin Services - Printed Name Date