

## Temporary Position Authorization Form

The Temporary Position Authorization Form for individuals who will be employed directly by the College on a temporary basis. It is important to note that while temporary employees do not earn benefits and leaves, any temporary employee who works more than 1,000 hours in an employment year, must be given pension benefits in accordance with IRS regulations.

|                                  |  |  |  |                                       |     |
|----------------------------------|--|--|--|---------------------------------------|-----|
| New Hire Information             | Last Name:   |  | First Name:  |                                       | MI: |
|                                  | <b>Term of Temporary Assignment</b><br>From:                      To:  |  | <b>Rate of Pay:</b><br>per <input type="checkbox"/> hour <input type="checkbox"/> month <input type="checkbox"/> other:  |                                       |     |
|                                  | <b>Length of Assignment</b><br><input type="checkbox"/> less than 270 days (9 months or less)<br><input type="checkbox"/> greater than 270 days (more than 9 months)<br>If the term of this position exceeds 9 months, approval is required by all members of the senior staff and will be obtained by the functional VP/Dean of the area. |  | <b>Title:</b>  |                                       |     |
|                                  | <b>Department:</b>   |  | <b>Supervisor</b> <b>Supervisor ID:</b><br><b>Web Time Entry Supervisor (if different):</b>  |                                       |     |
|                                  | <b>Home/personal e-mail of the new hire:</b>   |  | <b>Telephone number of the new hire:</b>   |                                       |     |
| Payroll & Accounting Information | <b>This position is:</b><br><input type="checkbox"/> (40 hours per week)<br><input type="checkbox"/> (30-39 hours per week)<br><input type="checkbox"/> (20-29 hours per week)<br><input type="checkbox"/> Part-time (19 or fewer hours per week)  |  | <b>This position is paid at:</b><br><input type="checkbox"/> An hourly rate (non-exempt)<br><input type="checkbox"/> A monthly rate (exempt)<br><input type="checkbox"/> Special payment arrangements (please indicate what those arrangements are): |                                       |     |
|                                  | <b>Total Amount of Funds to be Expended:</b><br>\$<br><b>Number of payments:</b>   |  | <b>Fund/Org/Account # that this position should be charged to:</b>   |                                       |     |
| Campus Info                      | <b>Campus Address:</b>   |  | <b>Campus Phone:</b>   |                                       |     |
| Dates of Access                  | <b>Building Access should begin on:</b>  |  | <b>Library Access should begin on:</b>   |                                       |     |
|                                  | <b>Athletics Access should begin on:</b>   |  | <b>Note: Please contact the help desk with a list of necessary computer software application, (including e-mail) and hardware needed for this employee. Access will be granted once the employee has returned the Confidential Info Form to HR.</b>  |                                       |     |
| Position Justificati             | Please provide a justification outlining the operational need to fill this position and any additional info to communicate to approvers or HR:   |  |  |                                       |     |
| Approvals                        | Director/Department Head Signature   |  | Date:  | Dean/ VP Approval (REQUIRED)          |     |
|                                  | AVP of HR Signature:   |  | Date:  | Signature:                      Date: |     |
| AVP Note                         |  |  |  |                                       |     |

As required by Federal Law, this employee must report to the Human Resources Office, 215 College St., on or before their first day of employment to provide proof of authorization to work in the United States.