

TEMPORARY NON-STUDENT EMPLOYMENT REQUEST FORM

Requested temporary employee's name _____

Please check one:

Short-Term TEMP -- up to **27.0** hours per week, up to four months with regular schedule – e.g. for relief of excess work or special project. Employment will terminate at the end of four months.

Intermittent TEMP – no more than **19.0** hours per week, called in as needed only, not continuous work every week. -- e.g. Fill in for regular employee on vacation; bus drivers; clinical instructors.

Limited Term TEMP – Requires administration's approval prior to job offer. Any number of hours per week for specific time period. All benefits per category (PT or FT) will be applied. Employment is terminated at end of time period and all benefits end on that date.

Start date _____ End date _____ Length of assignment _____

Work hours _____ Rate of Pay \$ _____ Account to charge _____

Reason for need: _____

Department Name _____

Hiring Manager Signature _____ VP Signature _____

To be filled out by applicant:

Please list any relatives employed at Southern Adventist University (SAU) _____

Are you currently or have you previously been employed by SAU? Yes No If Yes, when and where?

NOTE: I understand the following:

- As a temporary employee I am not entitled to benefits with the exception of a Limited-Term TEMP.
- While working at an assigned department, I will relay any problems, concerns, and/or complaints I have to Human Resources.
- As a temporary employee I understand I must complete all necessary employment paperwork and present employment eligibility documents prior to the first day of work.

I agree that, if accepted for temporary employment, I will abide by all policies of Southern Adventist University.

Please return this form to Human Resources. All Temporary employees must be approved by Human Resources Committee prior to the first day of work.

Signature _____ Date _____

HR USE: Approved _____ Denied _____ Entered into computer _____ ID# _____