

TEMPORARY NON-STUDENT EMPLOYMENT REQUEST FORM

Requested temporary employee's name _____

Please check one:

Short-Term TEMP, maximum of 90 days – for relief of excess work or special project. Human Resources will terminate employee at the end of 90 days.

Intermittent TEMP – e.g. Fill in for regular employee on leave; bus drivers; clinical instructors; other workers called in as needed only, not continuous work every week.

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.
- 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 fill out an application and give my permission for SAU to conduct a background check. I also understand I will need to provide bank account information to payroll for direct deposit of my pay and present to Human Resources Identification and employment eligibility documents.

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# _____