

Temporary Employment Authorization
(Non-student)

Date: _____

- New Employee
- Renewal - Same Rate of Pay
- Renewal - New Hourly Rate of Pay
- Computer Access Requested

1. Temporary Employees can not be employed longer than 12 consecutive months from Date of Hire.
2. All new employees must complete necessary documentation prior to employment.
3. To ensure that this form is processed in a timely manner, please complete the form in its entirety.

Employee Name: _____ Last Four (4) Digits of Social Security #: _____

*Home Dept. Name: _____ *Home Dept Org. #: _____

*Check Distribution #: _____ *Time Sheet Org. #: _____

*Budget Code: Fund _____ Org _____ Account _____ Program _____

Period of time to be employed - Begin: _____ End: _____ Hourly Rate of Pay: _____

Brief description of work:

Approved:

Date:

Department Head

Dean

Vice Chancellor

Controller

Assistant Director of Human Resources

For HR Office Use Only:

Banner ID: _____ ECLS: _____ Position #: _____ Change Reason: _____ PPACERT

- * Home Dept. Org – This code represents the hiring department.
- *Check Distribution # - This code represents the department the employee’s check is delivered to.
- *Time Sheet Org # - The organizational code for the department responsible for the employee’s time sheet.
- * Budget Code (FOAP Org) – The organizational code associated to the fund.