

## EMPLOYMENT FORM

Please use this form when hiring ANY student or non-student to work for the Biological Engr. Department. PRIOR to their appointment being entered and PRIOR to any hours worked, ALL individuals MUST have or obtain a valid UI work permit card from Student & Temporary Employment Services.

| Employee Information |                    |
|----------------------|--------------------|
| Name: _____          | ST ID or V#: _____ |
| Address: _____       | Phone: _____       |
|                      | Email: _____       |

| Position and Pay Rate  |  |  |
|--|--|--|
| <input type="checkbox"/> New Hire <input type="checkbox"/> Budget Change <input type="checkbox"/> Rate/Hour Change   |  |  |
| <input type="checkbox"/> Non-Student IH<br><input type="checkbox"/> Undergraduate IH<br><input type="checkbox"/> Graduate IH<br><input type="checkbox"/> Graduate RA<br><input type="checkbox"/> Graduate TA | Hourly Rate<br>_____<br><br>OR<br><br>Semester Stipend<br>\$ _____ | Description of Duties:<br>_____<br>_____<br>_____<br>_____ |

| Appointment Details  |  | MULTIPLE BUDGETS? <input type="checkbox"/>   |                 |  |             |              |               |            |                      |  |
|--|--|--|-----------------|--|-------------|--------------|---------------|------------|----------------------|--|
| Appointment Starts: _____<br>Appointment Ends: _____   |  |  |                 |  |             |              |               |            |                      |  |
| <u>Budget#</u><br>_____<br>_____<br>_____  | Max. Hrs/Wk<br>OR<br>Max. \$/Appt<br>_____<br>_____<br>_____ | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center; padding: 5px;">Office Use Only</th> </tr> <tr> <td style="width: 50%; padding: 5px;">Date: _____</td> <td style="width: 50%; padding: 5px;">EPAF#: _____</td> </tr> <tr> <td style="padding: 5px;">Title#: _____</td> <td style="padding: 5px;">PCN: _____</td> </tr> <tr> <td style="padding: 5px;">Work Permit    Y / N</td> <td style="padding: 5px;"></td> </tr> </table> | Office Use Only |  | Date: _____ | EPAF#: _____ | Title#: _____ | PCN: _____ | Work Permit    Y / N |  |
| Office Use Only  |  |  |                 |  |             |              |               |            |                      |  |
| Date: _____  | EPAF#: _____   |  |                 |  |             |              |               |            |                      |  |
| Title#: _____  | PCN: _____   |  |                 |  |             |              |               |            |                      |  |
| Work Permit    Y / N   |  |  |                 |  |             |              |               |            |                      |  |
| Tuition/fees paid on contract? Yes ____ No ____ (If yes, what and how much?) _____                                     |  |  |                 |  |             |              |               |            |                      |  |
| Building keys required for position? Yes ____ No ____ (If yes, what rooms?) _____                                      |  |  |                 |  |             |              |               |            |                      |  |
| Supervisor approval for time entry? Yes ____ No ____ (if yes, make sure to enter it into Banner and notify supervisor) |  |  |                 |  |             |              |               |            |                      |  |

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Contract PI / Faculty/ Dept Supervisor Date