

Payroll Action Form - TEMPORARY EMPLOYEE

TEMPORARY EMPLOYEE INFORMATION:

- Name: _____
- Email: _____
- Type of Hire:
 - New Hire *(will need to complete I-9 info)*
 - Rehire - Less than 1 year
 - Rehire - Greater than 1 year
- USC ID *(If rehire):* _____
- U.S. Citizen?: Yes No* will require ISFS involvement
- Title of Position:
 - Research (Assistant, Associate, Specialist)
 - Laboratory (Assistant, Specialist, Technologist)
 - Other: _____

SUPERVISOR/PI INFORMATION:

- Name: _____ *This person will be responsible for approving hours in ITAMS*
- Class: _____ *(if known)*
- Slot: _____ *(if known)*

FINANCIAL INFORMATION *(temporary employees can only be hourly)* :

- Dates of Hire: _____ to _____
- Account (Dept/Fund): _____
- Approximate hours/week: _____
- Schedule expected: _____
- Rate of pay: \$ _____/hour From _____ am/pm to _____ am/pm
- Hours will vary

QUALIFICATIONS, DUTIES, & LOCATION OF POSITION:

- Degree & Qualifications required to perform duties
 - PhD in this field: _____
 - Master's in this field: _____
 - Bachelor's in this field: _____
 - High School Diploma
- PLUS: _____ years of experience in this field: _____
- Any additional comments regarding Degree/Qualifications?

- Job Duties this temporary employee will be performing *(please be detailed)*

- Location of Position & Phone #:
 - EWS Room #: _____ Phone #: _____
 - Jones Room #: _____ Phone #: _____
 - Sumwalt Room #: _____ Phone #: _____

ADDITIONAL COMMENTS *(optional)* :

PI SIGNATURE DATE

TO BE COMPLETED BY BUSINESS OFFICE

<p>Business Manager _____</p> <p>Account Check:</p> <p>END DATE </p> <p>BALANCE </p>	<p>Verified: <input type="checkbox"/></p>	<p>Tracker: _____</p>	<p>sent</p>	<p>received</p>	<p>Auth to Hire _____</p> <p>Posting _____</p> <p>Offer Letter _____</p> <p>Hiring Proposal _____</p> <p>OnBoarding/I9 _____</p>
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