

Northwest Nazarene University
TEMPORARY EMPLOYEE
PRE-AUTHORIZATION/CHANGE FORM FOR EMPLOYMENT

Supervising Department: **This form must be completed and approved before employment is offered to any individual.** (See instructions attached.)

_____ (Name of proposed temporary employee)

TO BE COMPLETED BY DEPARTMENT SUPERVISOR:

Department: _____

- 1) This is a ____ new hire or a ____ change in an existing temporary assignment
- 2) Proposed dates for this hire ____/____/____ to ____/____/____
Month/Day/Year Month/Day/Year
- 3) Proposed # of hours to be worked on a weekly basis _____
- 4) If this is a change to an existing temporary assignment; date proposed change would be effective
____/____/____
Month/Day/Year
- 5) Budget # _____

List of major responsibilities of position: _____

(Temporary assignments are typically short term and do not go beyond a 12 month period. A temporary position might have lead worker type duties, but are not generally supervisory or managerial duties.)

Signature of person making request: _____ Date: _____
Supervisor signature: _____ Date: _____
Budgetary Approval: _____ Date: _____

TO BE COMPLETED BY HUMAN RESOURCES:

- 6) Rate of Pay \$_____/Hr. Rate of pay must be set and approved by the Office of Human Resources.
Temporary employees must be paid at least the current federal minimum wage. _____ (HR approval)

Sector Cabinet member: _____ Date: _____
President (All administrative positions): _____ Date: _____

TO BE COMPLETED BY EMPLOYEE – ONLY AFTER ALL APPROVALS ARE OBTAINED:

Print name: _____ Date of Birth: _____
Address: _____ Social Security #: _____

Signature: _____

Pre-Employment Authorization/Change Form Procedural Instructions

Statement of Purpose: The Employment Authorization/Change Form provides the information required for employment of temporary employees on campus. This form must be submitted (after all approvals) to the Payroll Office prior to the employee beginning work on campus. Please keep a copy for your files.

Questions regarding completion of this form should be directed to Human Resources (ext. 8036) or the Payroll Office (ext. 8537). The following are line-by-line instructions for completion of this form:

- 1) Indicate (by check mark) if this is a proposed new hire or a requested change to an existing temporary assignment. Examples of change authorizations would be changes of pay rate, job title, or budget number.
- 2) Provide the proposed dates of employment.
- 3) Provide the number of hours the temporary employee is expected to work on a weekly basis.
- 4) Provide the effective date if this request is a change to an existing assignment.
- 5) The budget number is the source of funding that will be charged for wages paid to the employee. If more than one budget is to be charged, list each budget number on this form. It is the department's responsibility to ensure that budgeted funds are available prior to hiring the employee.

Provide the major tasks performed by this position. If a detailed job description has been written, please attach it to this request to hire.

- 6) A temporary employee's rate of pay must be at least minimum wage. All pay rates will be set by the Office of Human Resources after review of the job duties. Approval must also be given by the appropriate sector vice president.

Once approved, have the employee complete the section below the authorizing signatures.

Payroll (time sheets, etc.) cannot be processed without completion of an I-9 form (Employment Eligibility Verification). This is a federal form proving citizenship that is required by the Immigration and Naturalization Service. This form must be completed according to very specific instructions within three working days of the date of employment. Original documents showing citizenship must be provided. Copies are unacceptable. Employees can complete this form on campus at the Switchboard in the Administration building. Some examples of acceptable forms of identification are a passport, a social security card, a driver's license, or a birth certificate.