

IDAHO STATE UNIVERSITY

Personnel Action Request for Temporary or Student Workers

This form must be completed and submitted to Human Resources prior to the employee commencing work. In order to ensure payment resulting from changes in the rate of pay, or for new employees, paperwork should be submitted during the first week of the bi-weekly pay period. If the paper work is not submitted in a timely manner, no electronic timesheet will be generated and the employee will not be able to enter time prior to the payroll deadline. New employees must complete new hire paperwork within three working days of hire.

TYPE OF EMPLOYEE: Student Employee Work Study Student Employee Temporary Employee (non-student)

For a work study student position do you want a student position set up for when funds run out? Yes OR No

STATUS OF EMPLOYEE: New Employee (all blanks must be filled) Existing Employee – information change

PERSI Eligible Retiree (Enter Last Check Date): _____ Pay Rate Funding Other: _____

EMPLOYEE INFORMATION:

Bengal/Student/Employee # _____ Employee Name: _____
(print or type legal name as it appears on the employee's Social Security Card)

Employee Mailing Address: _____

Employee Phone Number: _____

HIRING INFORMATION:

Department: _____ Campus Box: _____

Hiring Manager: _____ Manager Phone: _____

Start Date of this position: _____ Estimated End Date of this position: _____

Classification Title: _____
*Select a title from <http://www.isu.edu/humanr/employment.shtml> *If you require specific suffixes please list the number clearly after the title

Hourly Rate of Pay: _____
*Hourly rate in excess of the range maximum listed for the classification requires Human Resources approval.

Index(s) to be charged: _____

* if you are going split 1 position between 2 or more accounts please put in percentages, if you want multiple positions paid 100% to 1 account please list each account separately

APPROVER, TIME ENTRY & TIME SHEET ORGANIZATION INFORMATION

Time Approver 1: _____ (mandatory approval)

Optional Time Approver 2: _____ (mandatory or FYI approval)

Optional Time Approver 3: _____ (mandatory or FYI approval)

Time Sheet Organization (if known): _____

Time Entry Method: Employee BengalWeb Time Entry Department Time Entry

Time Clock Plus (please include suffix # next to title above)

APPROVAL SIGNATURES:

Department Authorization of Funds: _____ Date: _____

UBO or Fiscal officer _____ Date: _____

Dean/or equivalent _____ Date: _____

I hereby acknowledge this employment arrangement as temporary. Employment in a student or temporary position at Idaho State University does not guarantee consideration for, or subsequent employment in regular positions that may become available. As a temporary employee, I am subject to the same campus-wide policies that apply to all university students, staff and faculty.

As a temporary staff member at Idaho State University, I understand that I have the right to terminate my employment at any time as Idaho State University retains the same right to terminate my employment at any time, with or without prior notice or cause, regardless of any other documents or oral or written statements issued by Idaho State University or its representatives.

Employee Signature: _____ Date: _____

New employees should submit the completed New Hire Packet with qualifying identification (see I9 form to see eligible documents) to Human Resources, Room 312, Administration Building within three days of hire. Existing employees with information changes only should submit this completed Personnel Action Request to Human Resources. Questions? Call Human Resources 282-2517