

**IDAHO STATE UNIVERSITY
PERSONNEL ACTION REQUEST
TEMPORARY OR STUDENT WORKERS**

Temporary Employee (non-student) Student Employee Student ID # _____

New Employee Existing Employee - information change

Male Female

Employee Name (print or type legal name): _____

Employee Mailing Address: _____

Employee Phone Number: _____

Emergency Contact Name, Address, Phone: _____

Department: _____

Hiring Supervisor's Name: _____

Start Date of this position: _____

End Date of this position: _____

Hourly Rate of Pay: _____

Department Authorized Signature: _____ **Date** _____

Employee Signature: _____ **Date** _____

New employees should submit the completed New Hire Packet with two pieces of qualifying identification to Human Resources, Room 312, Administration Building. Existing employees with information changes only should submit the completed Personnel Action Request to Human Resources.
Questions? Human Resources 282-2517