



IDAHO STATE UNIVERSITY

Personnel Action Request for Temporary or Student Workers (PARTS)

THIS FORM MUST BE COMPLETED AND SUBMITTED TO

HUMAN RESOURCES PRIOR TO THE EMPLOYEE COMMENCING WORK!

New employees must complete Form I-9 on or before the first day of work. Failure to complete Form I-9 on or before the first day of work could subject the department to monetary penalties by the federal government.

EMPLOYEE TYPE: Student Employee Work Study Student Employee (please note Financial Aid will review CWS positions)

Do you want a student position set up after financial aid funds expire? Yes OR No

Temporary Employee (non-student) Temporary Position for a Benefited ISU Employee (Overtime form required if classified)

EMPLOYEE STATUS: New Employee to ISU (Form I-9 must be completed on or before first day of work.)

Existing Employee: Please indicate changes New Position Pay Rate Index Other: _____

PERSI Eligible Retiree (Enter Last Check Date): _____

EMPLOYEE INFORMATION: Bengal/Student/Employee # _____

Employee Name: _____ **Employee Phone Number:** _____
(print or type legal name as it appears on the employee's Social Security Card)

Employee Mailing Address: _____

HIRING INFORMATION: Work Location City: _____ Work Location State: _____

Department: _____ **Phone:** _____ **Campus Box:** _____

Start Date of this Position: _____ *If you need to add more than 4 positions please attach 2nd form*

<small>work study titles</small> Job Title <small>pre established classification titles</small>				
Hourly Rate of Pay *				
<small>*Rates exceeding the maximum listed for the pre established classification titles require prior Human Resources approval</small>				
Est. Hours Worked (per fiscal year)				
Est. Total Earnings (auto calculated)				
Index(s) to be charged**				
HR/FINAID USE ONLY-Position # & Suffix				

****NOTE:** If you intend to split one position between two or more indexes, identify the percent allocation after the index within the index box. If you want multiple positions paid 100% from a single index, you must list each index separately in a new column with the appropriate title, pay rate, estimated hours, and estimated total earnings

PARTS processing deadline is close of business on the last Friday of the pay period. Any PARTS form and new employee paperwork received after this deadline may result in the employee not being paid until the following pay period.

APPROVER, TIME ENTRY & TIME SHEET ORGANIZATION INFORMATION

Time Approver: _____ (mandatory approval)

Time Sheet Organization: _____

Time Entry Method: Employee BengalWeb Time Entry Department Time Entry

APPROVAL SIGNATURES:

Department Authorization of Funds: _____ **Date:** _____

UBO or Fiscal Officer _____ **Date:** _____

I hereby acknowledge this employment arrangement is temporary. Employment in a student/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.

Student/Temp/Adjunct employees are subject to work hour limitations as defined by ISU policy# ISUPP 3050

As a temporary employee at Idaho State University, I understand I have the right to terminate my employment at any time and Idaho State University retains the 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.

List all jobs currently held with any ISU departments:

Employee Signature: _____ **Date:** _____

New employees must submit the completed New Hire Packet with qualifying identification (refer to I9 form to see eligible documents) to Human Resources, Room 312, Administration Building on or before the first day of work. Existing employees with information changes only must submit this completed Personnel Action Request to Human Resources. Questions? Call Human Resources 282-2517