AUTHORIZATION TO HIRE PART TIME EMPLOYEE

☐ NEW HIRE*   ☐ CURRENT/RETURNING

NAME:_____ SUPERVISOR:_____

HIRING DEPARTMENT:_____ START DATE:_____ END DATE_____

WORKTAG:_____ HOURLY WAGE (Student/Hourly Employees Only) $_____

STUDENT WORKER

☐ Department   ☐ RSP   ☐ College Work Study

Semester: (check one) ☐ Fall   ☐ Spring   ☐ Summer (enrolled in 1 credit)

Number of credits enrolled:_____ (six credits for Fall/Spring) ☐ GPA Verified

PART TIME HOURLY

☐ Facilitator   ☐ Tutor   ☐ Lab Aide   ☐ Child Center   ☐ Other:_____

PART TIME MONTHLY PAY

☐ Instructor for credit   ☐ Instructor – Non Credit   ☐ Other:_____

Notes:_____

_____

_____

* All New Hires – Must have:
- x   Personal Data Form (include on form their social security number)
- x   Required documents for I-9 (for example: passport, or driver's license/ID and social security card/birth certificate)
  - o   Additional acceptable documents can be found at - https://www.uscis.gov/i-9-central/acceptable-documents
- x   Computer System Accounts Application – submit to K^‰ʎ• X (needed for new hire to get access to Workday to complete their onboarding) - http://www.gbcnv.edu/facstaff.html

New hires can only begin employment at the beginning of a pay period which are the 1st or the 16th of the month (if those dates fall on a weekend, then it will be the first working day, for example if the 16th is on a Saturday then it would be the following Monday 18th). Due to government requirements needed before new employees can officially start employment and with the implementation of Workday, we are requiring a minimum of 7 working days before the employee can begin employment.

Approved/submitted by:_____ Date:_____

Processed by:_____