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| --- | --- | --- |
| **SMU ID#:** | **Employee Name:** | |
| **TYPE OF TEMPORARY EMPLOYEE**  ***Please refer to*** [***Temporary Staff Employees Procedures & Guidelines***](http://www.smu.edu/BusinessFinance/HR/Resources/ManagerResources/RecruitmentHiringProcedures/HiringTemporaries) ***for definitions*** | | |
| Adjunct Faculty (exempt/paid monthly)  Temporary Staff – Occasional/As-Needed Basis  Temporary Staff – Academic Related (tutor, advisor, etc.)  Temporary Staff – Student (including non-SMU students) | | Temporary Staff – Short-term Assignment (one month or less)  Temporary Staff – Paid from a Grant  Temporary Staff – Vacant Position/Temporary Business Need |
| **Job Title:** | | |
| **Work Schedule:** | | **Average Hours Worked per week:** |
| **Home Base Org Name:** | | **Home Base Org Number:** |
| **Department Contact:** | | **Contact’s Phone#:** |

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| --- | --- | --- | --- | --- | --- |
| **Pay Rate: $**    **Hourly**  **Monthly** | **Total Pay: $**  **(Adjunct)** | | **Comments:** | | |
| **Date Pay to Begin:** | **Date Pay to End:** | |
| ***Temporary staff employees should be paid on an hourly basis and must be paid at or above the federal minimum wage. Any exceptions must be reviewed for FLSA compliance and approved by Human Resources.***  **HR Approval:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **ACCOUNT(S)TO CHARGE** | | | | |
| **Fund** | **Org** | **Project** | **Account** | **% Split** |
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| **APPROVALS** | | | | | |
| **Department Head/Manager:** | **Date** | **Provost’s Office (Adjunct):** | | | **Date** |
| **Financial Officer:** | **Date** | **P.I.:** | | | **Date** |
| **Dean:** | **Date** | **Grant Accounting/Financial Aid Officer:** | | | **Date** |
| **Vice President:** | **Date** | **Human Resources:** | | | **Date** |

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| **SECTION II – To be completed by employee who is a foreign national** |
| **Immigration Status:**  F-1 Student  J-1 Student  J-1 non-student  F-1 Student on OPT Degree of Study: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ I certify that this job is related to the degree I received.  Status Expiration Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  I confirm that I have received the Work Eligibility document from SMU’s International Office for this job  Employee’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |