



## Request to Hire Temporary Part-Time Employees

Use this form to hire Adjunct Instructors and Student Workers  
or any other Part-Time employees who work 9 months or less annually.

### **Human Resources Information**

Name \_\_\_\_\_

Date Employment Begins \_\_\_\_\_

Replaces \_\_\_\_\_

### **Budget Information**

Organization (Department) Number \_\_\_\_\_

Project Number \_\_\_\_\_

Hourly Rate \_\_\_\_\_

### **Comments**

\_\_\_\_\_  
\_\_\_\_\_

### **Hiring Approval** ( Requires Actual Signatures before Submitting to Human Resources)

Hiring Official \_\_\_\_\_

Division Vice President \_\_\_\_\_

VP Administrative Services \_\_\_\_\_

Adjunct Instructor positions require a **Credential Verification Form** to be submitted with this Request to Hire.

New employees will not be placed in the payroll system until a complete applicant packet has been received by Human Resources.

### **To be Completed by Human Resources**

Position Number \_\_\_\_\_ Job Code \_\_\_\_\_

Org Code \_\_\_\_\_ Project Number \_\_\_\_\_

Hourly Rate \_\_\_\_\_ Salary Plan \_\_\_\_\_

Employee ID \_\_\_\_\_ FLSA \_\_\_\_\_