



ePAF Worksheet for Temporary Employee

Prepared by:
Date:
<input type="checkbox"/> I-9 Immigration Form * <input type="checkbox"/> Direct Deposit * <input type="checkbox"/> W-4 Tax Form *
* Forms must be submitted for new hires to the HR Service Center

Transaction Needed:	
<input type="checkbox"/> Create Temporary Job* (forms required for new hire only) <input type="checkbox"/> Account Distribution Change <input type="checkbox"/> Address Change	<input type="checkbox"/> Pay Rate Change <input type="checkbox"/> Termination

Effective Date:		Employee ID or Social Security Number (New Hire Only):	
Last Name:		First Name	MI
Mailing Address:			
Address 1			
Address 2			
City, State, Zip:			

Gender:	Ethnic Group: (Check only one)	Date of Birth:
<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> White <input type="checkbox"/> Asian/Pacific Islander	

PAY INFORMATION				
Hourly Rate:	\$	Hours per Week		* Stop Date: (if stop date is know, create termination record in ePAF system)

Building		Department:		TimeKeep #:	
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ACCOUNT DISTRIBUTION:		
DeptID	Proj/Grant	Percent
		%
		%
		%
ACCOUNT DISTRIBUTION TOTAL:		100 %

Notes:

Completed by :		Date Entered in ePAF:		Date documents sent to HR Service Center:	
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