

KENYON COLLEGE

EMPLOYMENT AND TERMINATION OF TEMPORARY EMPLOYEES

Temporary employees generally work less than 20 weeks. Once the task(s) is completed the employee will no longer be needed. **PLEASE SEE THE REVERSE SIDE FOR INSTRUCTIONS.**

EMPLOYEE'S NAME _____ PHONE _____
 ADDRESS _____ SOCIAL SECURITY _____ - _____ - _____
 _____ DATE OF BIRTH _____

****See Below****

1. **FEDERAL REGULATIONS REQUIRE THAT NEW EMPLOYEES HIRED BY KENYON COLLEGE MUST BE ABLE TO PRODUCE DOCUMENTS THAT ESTABLISH THEIR IDENTITY AND EMPLOYMENT ELIGIBILITY. THE FORM MUST BE COMPLETED WITHIN THE FIRST THREE WORKING DAYS. CONTACT THE HUMAN RESOURCES OFFICE, PBX 5173, FOR FURTHER DETAILS.**
2. **IF THIS EMPLOYEE IS LESS THAN 18 YEARS OF AGE, PLEASE CONTACT THE HUMAN RESOURCES OFFICE, PBX 5173, BEFORE HE OR SHE BEGINS WORKING.**

EMPLOYEE TITLE _____
 DEPARTMENT _____ DIVISION _____ ACCOUNT NUMBER _____
 DATE NEEDED _____ EXPECTED DATE OF TERMINATION _____
 HOURS EMPLOYEE WILL WORK PER WEEK _____
 SHORT DESCRIPTION OF DUTIES _____

SUPERVISOR'S SUGGESTED RATE OF PAY: \$ _____
 SIGNATURE OF SUPERVISOR _____ DATE _____
 SIGNATURE OF SR STAFF MEMBER _____ DATE _____

PLEASE DO NOT WRITE BELOW THIS LINE

APPROVED RATE OF PAY \$ _____ APPROVED _____
Jennifer Cabral, Director of Human Resources

COMPLETE PRIOR TO EMPLOYMENT DATE

FOLLOW UP ON ABOVE TERMINATION DATE

- ___ I-9 COMPLETED
- ___ TAX FORMS COMPLETED
- ___ PAYROLL DISTRIBUTION
- ___ TIME SHEET/PAYROLL SCHEDULE
- ___ FOLLOW UP FILE
- ___ ADDITIONAL COMMENTS
- ___ WORK PERMIT
- ___ PARENTAL CONSENT
- C RIEL _____ DATE _____
- INITIAL _____ DATE _____

- SUPERVISOR CONTACTED _____
- DATE CONTACTED _____
- TERMINATION DATE CONFIRMED _____
- EXTENSION REQUESTED _____
- TEMPORARY PERSONNEL FORM SENT _____
- INFORMATION RELAYED TO: _____
- C RIEL _____ J CABRAL _____
- INITIAL _____ DATE _____

Temporary Employee Requisition

Internal or external notices of a position opening are not required. The Human Resources office will issue them, if requested, and the cost will be charged to the hiring department. The Human Resources office can provide a list of individuals who are willing to work temporarily. Hiring a temporary employee is accomplished through the following steps:

1. Contact the Director of Human Resources, PBX 5173, for an appropriate hourly rate. Temporary employees are not eligible for fringe benefits.
2. Forward this completed form to the Human Resources office. The rate of pay will be entered and sent to the Director of Human Resources for approval. The employee can not begin working until the Director of Human Resources has signed the form.
3. Once the form is approved, the Human Resources office will contact the employee and supply her or him with tax forms plus the first time sheet and schedule for submitting them to payroll. Supervisors can purchase additional time sheets from the Book Store.
4. New employees must be able to produce documents that establish their identity and employment eligibility and is required by law. The necessary form must be completed within the employees first three working days. Contact the Human Resources office, PBX 5173, for further details.
5. If your temporary employee is less than 18 years of age (MINOR), please contact the Human Resources office, PBX 5173, before he or she begins working.
6. If the need arises to retain the employee beyond the expected date of termination, the Human Resources office must be contacted by the supervisor to request an extension. The supervisor may be required to complete a new temporary personnel form.

Supervisors should be aware of the following if they are contemplating hiring an individual who is already employed at Kenyon.

- * A temporary personnel form must be completed even though the individual is currently employed at Kenyon.
- * The employee's current rate of pay may not necessarily be the rate he/she will earn working on a temporary basis.
- * Supervisors should determine what hours the employee is working in her/his other position(s). The additional hours, may create a need to pay overtime. Hours worked in excess of 40 hours, in any work week, will be paid at time and a half by the department responsible for the overtime. The Human Resources office can assist you in determining if this will be a factor.