

BIOLOGICAL SCIENCES EMPLOYMENT FORM

Please complete this form when hiring ANY student or non-student to work for the Department of Biological Sciences **PRIOR** to their appointment being entered and **PRIOR** to any hours worked or required training; ALL individuals MUST have or are able to obtain a valid UI work permit from Human Resources that will require I-9 paperwork before work can begin.

Employee Information	
Name: _____	
Email: _____	Vandal ID#: _____

Criminal Background Checks are required for all positions that are not "students only", i.e. TA, RA, non-student temp-help, or if position will be in contact with minors.	
CBC Required <input type="checkbox"/> Yes <input type="checkbox"/> No	

Position and Pay Rate <input type="checkbox"/> New Hire <input type="checkbox"/> Budget Change <input type="checkbox"/> Rate/Hour Change		
<input type="checkbox"/> Non-Student IH <input type="checkbox"/> Undergraduate IH <input type="checkbox"/> Graduate IH <input type="checkbox"/> Graduate RA <input type="checkbox"/> Graduate TA	Hourly Rate \$ _____ OR Semester Stipend \$ _____	Description of Duties: _____ _____ _____ _____

Appointment Details		MULTIPLE INDEXES? <input type="checkbox"/>								
Contingent Job Start Date: _____		<table border="1" style="width: 100%; border-collapse: collapse; background-color: #e0e0e0;"> <tr> <th colspan="2" style="padding: 5px;">Office Use Only</th> </tr> <tr> <td style="width: 50%; padding: 5px;">I-9 Completion:</td> <td style="width: 50%; padding: 5px;">Title:</td> </tr> <tr> <td style="padding: 5px;">CBC Completion:</td> <td style="padding: 5px;">PCN/Suffix:</td> </tr> <tr> <td style="padding: 5px;">Enrollment Status:</td> <td style="padding: 5px;">EPAF#:</td> </tr> </table>	Office Use Only		I-9 Completion:	Title:	CBC Completion:	PCN/Suffix:	Enrollment Status:	EPAF#:
Office Use Only										
I-9 Completion:	Title:									
CBC Completion:	PCN/Suffix:									
Enrollment Status:	EPAF#:									
Job Term Date: _____										
Index #	Max. Hrs/Wk OR Max. \$/Appt									
_____	_____									
_____	_____									
Tuition/fees/SHIP paid on contract? Yes ____ No ____										
Supervisor for time sheet approval _____										

Student Employee Signature Date

Contract PI / Faculty/ Dept Supervisor Signature Date