

INTERMITTENT EMPLOYEE INFORMATION SHEET

NAME _____

Dear Student Assistant/Temp Help Staff: **(Circle one)**

Before you can begin work and in order for you to receive your pay as quickly as possible, it will be necessary for you to go to the Payroll and Human Resource Offices immediately and complete the following documents.

STUDENT ASSISTANTS

GO TO: PAYROLL WA675

To Complete Forms:

SPAR (Student Payroll Action Request)
I-9 Form (Employment Eligibility)
NRA Form (Non-Resident Alien)
Student Employment Agreement

TEMPORARY HELP STAFF

**GO TO : HUMAN RESOURCES WA615
AND PAYROLL WA675**

To Complete Forms:

Employment Application
Oath of Allegiance
Designee Statement
Self I.D.
Disaster Enrollment Form
Degree Information Form
Pre-Designation of Treating Physician
Net ID
Emergency Contact
EAR (Employee Action Request)
I-9 (Employment Eligibility)
NRA Form (Non-Resident Alien)

We have prepared your appointment request and have forwarded it to the Payroll Office along with other pertinent information. When you have completed the sign-in process please have a staff member of the Payroll Office sign this letter and return it to the Department Secretary. Your sign-in process will not be considered complete until you have returned this letter. Thank you for your attention to this matter.

PAYMENT INFORMATION

Hourly Employee Listings are issued to us by the Payroll Office upon completion of the sign-in process and receipt of the SEAF/SAF (employee paperwork). You are responsible to sign for your hours on the last working day of the month. Hourly Listings are then submitted to Payroll for payment. Checks are issued on the 15th of each month. Since they will be picked up by this department, please make the appropriate arrangements regarding your paycheck with the Departmental Administrative Coordinator.

Sincerely,

Employing Department Name

Payroll Office Staff Signature _____

Date _____