Clear Form | Instructions

SHORT-TERM PROFESSIONAL FORM

This form is used to hire, rehire, or change the monthly payment of an active, temporary, exempt, short-term professional. **All new or returning employees must complete a Personal Data Form, an I-9 Form, and a W4 Form.** *To pay additional compensation to an active regular, monthly, exempt, employee, please submit an Additional Pay Form, instead.*

SECTION I. EMPLOYEE INFORMATION

Employee Name: _____
Last Name *First Name* *MI*

Empl ID: _____ Start Date: _____ Action: ☐ Hire ☐ Rehire ☐ Pay Adjustment
(required if this person is on the HRMS system) *MM/DD/YY*

Number of weeks working per month: **1 week (9991)**

Termination Date: _____ (required – day after last day work/paid; appointment must not be longer than 1 year)
MM/DD/YY

Department Number: _____ Department: _____

Type of work performed: _____

Will employee be working out of state or out of the country? ☐ Yes ☐ No
If yes, what state or country? _____

SECTION II. MONTHLY PAYMENT INFORMATION

1st Account *(required)*

Monthly Payment to Charge: $_____

Total Amount to Charge: $_____

Account to Charge: _____-_____

2nd Account
Complete only if you are charging to more than one account

Monthly Payment to Charge $_____

Total Amount to Charge $_____

Account to Charge: _____-_____

For HR use only

Add'l Pay 1 Panel: *Earnings Code* = **013** – *Pay Period Begin Date*: _____ - *Additional Sequence* = **1** – *Earnings End Date*: _____ - *Reason* = **STP** *Earnings* = **Monthly Payment to Charge** – *Goal Amount* = **Total Amt to Charge** - *OK to Pay*: **Checked** – Add'l Pay 2 Panel : *1st Acct to Charge*

Add'l Pay 1 Panel: *Additional Sequence* = **2** – *Earnings End Date*: _____ - *Earnings* = **Monthly Payment to Charge** – *Goal Amount* = **Total Amt to Charge** –*OK to Pay*: **Checked** – Add'l Pay 2 Panel: *2nd Acct to Charge*

Comments: _____

_____ _____
Authorized Department Signature Date Authorized HR Signature Date

_____
Print Name

Fax or mail to your Office of Human Resources:
- *Main Campus HR – 8-2420, 1 New South*
- *Library HR – 8-0454, Firestone Library*