



University of Vermont
 An Equal Opportunity Employer
 Human Resources - Payroll/Records Office
 228 Waterman 656-3150 E-mail: payroll@uvm.edu

**Temporary Employee
 Payroll Form**
 (See reverse for instructions to complete this form.)

This Section to be Completed by the Employee:

If current employee please provide Employee ID number: _____			Date of Birth: ___/___/___		
SSN _____		Last Name: _____		First Name: _____	
				Middle Initial: _____	
Eligibility to Work:					Sex: F or M
Are you a US Citizen, Permanent Resident or Refugee? Yes ___ No ___ If "No", you must register with the International Educational Services Office. Call 6-4296 for information. This must be done BEFORE any paperwork can be sent to the Payroll/Records Office. Visa Type: _____ Date Entered US: _____ Visa Expiration Date: _____					
Permanent Mailing Address: (This is the address where your W-2 will be mailed.) Street: _____ City: _____ State: _____ Zip: _____					
Paycheck Mailing Address: (This is the address where your check will be mailed. Paychecks must be mailed to a campus work address. Only employees who work off-campus can have paychecks mailed to their home or an off-campus departmental address.) On-Campus: Department Name: _____ Building Name: _____ Room #: _____ Off-Campus: Street: _____ City: _____ State: _____ Zip: _____					
Have you previously worked for UVM? Yes ___ No ___ If "No", please complete an I-9 and W-4. If "Yes", an I-9 must be completed if your prior employment end date at UVM was 12 months or greater.					
Are you currently a student at UVM? Yes ___ No ___ If "Yes", complete the following: Undergraduate student ___ enrolled for ___ credits Graduate student ___ enrolled for ___ credits.					
I certify that the information given in this section is true and accurate.					
Signature: _____				Date: _____	

This Section to be Completed by the Supervisor: (Do NOT write in shaded area.)

Section A: Complete ONLY if there are any union jobs in your department. Please note that the start and end dates for union jobs (Section B) must reflect the actual time period for which this employee is hired.

JOB CODE: _____

Section B: To be completed by ALL supervisors. I-9 Attached ___ W-4 Attached ___

Bus Unit	Dept Code	Job Title/Description	Job Code	Empl Rcd #	Start Date	End Date	Pay Rate*	Combo Code(Required)
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--	-----		-----					-----

Account _____ Op Unit _____ Dept _____ Fund _____ Source _____ Function _____ Project _____ Prog _____ Purp _____ Prop _____

Job Code: *For weekly Pay Rates, complete details of the job on the reverse side
 *006 - Temporary Weekly Employee 0996 - Temporary Hourly Employee

Supervisor's Signature: _____ Employee ID: _____ Date: _____
 Department: _____ Phone # _____ E-Mail: _____

Temporary Employee Payroll Form Instructions

Instructions for Section to be Completed by the Employee

Employee ID number / Date of Birth / SSN / Last name/ First Name /MI - enter PeopleSoft employee ID number (if you have one), date of birth, social security number, last name, first name and middle initial.

Eligibility to Work: US Immigration Law has work eligibility requirements. Refer to the I-9 "Employment Eligibility Verification" form for details.

Permanent Mailing Address: The address where your W-2 will be mailed.

Paycheck Mailing Address: This is the address to which your check will be mailed. Paychecks must be mailed to a campus work address. Only employees who work off-campus can have paychecks mailed to their home or off-campus departmental address.

An I-9 is a US Immigration Form that verifies your eligibility to work in the US. You must complete this form and have the appropriate ID verified PRIOR to beginning work. The W-4 Internal Revenue Service Form indicates the number of withholding allowances. If a W-4 is not received, Federal withholding will be done at the highest rate of single and zero.

If you are a student, complete the details related to the number of credits you are enrolled in.

Certify the accuracy of the information by signing and dating the form. Unsigned forms will be returned by Payroll/Records.

Instructions for Section to be Completed by the Supervisor

Section A: This section needs to be completed ONLY if there are any union jobs in your department. Please note that the start and end dates for union jobs (Section B) must reflect the actual time period for which this employee is hired. The job code is the four-digit number for the job title. Use an existing code that most closely reflects this position's responsibilities.

Section B: To be completed by ALL supervisors.

Bus Unit: This is the PeopleSoft business unit for your department.

Dept Code: This is the PeopleSoft department code for your department.

Job Title/Description. : Please provide the assignment description for reference in the employee's file as PeopleSoft does not hold the job description for temporary employees. Especially useful if employee has more than one job in the same department.

Start Date: This is the date that the employee begins work. The system will not allow employees to submit time prior to this date.

End Date: This is the last day that the employee is expected to work. Please note that if you have union jobs in your department, you must fill in the last day the employee is expected to work.

Combo Code: This is the nine-digit number that is created once a chartstring has been validated. Enter the combo code for the chartstring you wish to charge wages against (required). A space is provided if you also wish to include the chartstring along with the combo code.

Pay Rate: Weekly Rates of pay are exceptions for temporary employees. There are several reasons for this, the two most important are compliance with the Fair Labor Standards Act and University policy.

The Fair Labor Standards Act provides exemption from minimum wage and record of hours worked for two groups of employees, professional and administrative.

A professional employee is defined as one who has advanced knowledge obtained through long periods of specialized intellectual study and that the work is original and creative in nature.

An administrative employee must meet the six tests listed below:

1. The primary duty must consist of office work directly related to management policies or general business operations.
2. The individual must customarily and regularly exercise discretion and independent judgment.
3. The individual works along specialized or technical lines requiring special training or experience, and work is performed under only general supervision.
4. Regularly and directly assists a bona fide executive or administrative employee.
5. Does not devote more than 20% of hours worked to activities not directly and closely related to 1 through 4 above.
6. The employee is paid at least \$155 per week.

In addition, the University policy is to pay temporary employees for only time worked. The University does not pay for non-work hours such as holidays and medical leave. In paying weekly rates, allowances must be made for missed work time and holidays.

Since weekly rates are exceptions to the temporary payroll, a brief description of the duties and responsibilities must accompany the request to pay a weekly rate. The description should cover the six tests listed above and include an explanation of how holidays and absences will be handled. The explanation may be documented below or included as a separate document.

Specific questions should be addressed to the Human Resources Payroll/Records Office at 228 Waterman, telephone number 656-3150, or e-mailed to payroll@uvm.edu.

Description of Weekly Rate Job: