Indiana University Department of English

Hourly Appointment

Per Indiana Human Resources Policy, full-time, part-time, or temporary employees should not be employed in or transferred to a position that establishes an immediate supervisor/employee relationship between two individuals who are related by blood, adoption, marriage, or same sex domestic partnership.

Legal Name: _____
Last, First, Middle

SSN: _____ Date of Birth: _____

Address:_____
Street address, City, State, Zipcode

Assignment Type:

- ☐ (HP) Regular (PERF) – This assignment normally requires 1000 or more hours of work each calendar year
- ☐ (HR) Regular – This assignment normally requires less than 1000 hours of work each calendar year
- ☐ (HS) I.U. Student (Undergraduate: at least 6 credit hours per semester or 3 in summer) (Graduate: at least 4 credit hours per semester or 2 in summer)
- ☐ (HO) Regular overtime
- ☐ (HW) Work-Study (Work study card must be attached: Academic Year_____-_____ or Summer _____

Action:

- ☐ New Hire
- ☐ Change
  - ☐ Rate
  - ☐ Account
  - ☐ Assignment Type
- ☐ Add Account or Rate
- ☐ Delete Account
- ☐ Assignment Termination

Effective Date of this Action: Start ___ /____ / ____ Stop ___ /____ / ____

Work Area: _____

Task (If Applicable): _____

Pay Distribution — Complete if Changed

Account Number	Sub-Account	Hourly Rate	Work-Study Limit	Old Rate	Old Account
_____	_____	_____	_____	_____	_____

Prepared By:

Signature: _____ Date: ___ /____ / ____ Telephone: _____

The following section must be completed to determine if hourly background checks are required:

1. Does work involve handling financial, student or personnel data or records? Yes ___ No ___
2. Does work involve confidential or sensitive data or information? Yes ___ No ___
3. Does work involve handling cash, checks, or credit card transactions? Yes ___ No ___
4. Does work involve carrying a valid driver's license? Yes ___ No ___