

Temporary/Casual Application Form

A. Applicant Completes: **EmplID:** _____

Date: _____

Name _____

Last First Middle Initial

Mailing Address _____

Street City State Zip

Local Address _____

Phone _____

Email Account _____

Current SULAIR or SU Press Employee?	No	Yes	Where?	# Hours/Week	Supervisor	Phone #
Current SU employee?	No	Yes	Where?	# Hours/Week	Supervisor	Phone #

Do you plan to continue working at that other job? _____

Previous SU employee? _____ When? _____ Dept. _____

Indicate next to the days you can work, the hours you are available:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Willing to work weekends?		yes	no	Willing to work evenings?		yes no

Skills, which qualify you for this position, e.g., Languages:

B. Temporary/Casual Employee Completes After Hire:

Personal Information:

Date of birth:

Female

Male

Social Security

Citizenship Information (required)

Country of Citizenship:

Visa Expiration Date:

Type of Visa:

Ethnicity:

Hispanic/Latino

Asian

Black/African American

American Indian/Alaska Native

Non-Minority

Native Hawaiian/Other Pacific Islander

Please Note:

For all people new to the Stanford University Payroll system please note the following:

- I-9 and clear photocopies of documents must accompany this application. (Please be sure to use Photo setting on the copier--Payroll will reject if copies unclear).
- The Tax Data Form (W-4/DE-4) may be submitted on paper or completed online. The paper form is located at <http://co/resources/forms/payroll.html>
- The Direct Deposit Form may be submitted on paper or completed online. The paper form is located at <http://co/resources/forms/payroll.html>
- The SU Patent Agreement (SU-18) is required and must be completed online. The online form is located at <https://axess.stanford.edu>.
- The online tax forms and direct deposit are located at <https://axess.stanford.edu>.
- Before accessing Axess, the new employee must obtain a SUNet ID located at <https://sunetid.stanford.edu>.
- Kronos is available in Axess located at <https://axess.stanford.edu>. Before any hours can be entered he/she must have a SUNet ID.

C. Hiring Supervisor Completes

SULAIR Contingent Workforce Job Assignment Form

Contingent Worker Name:	
Work Assignment Dept Code (e.g. JRIM):	
Library/Department Name:	
PTAE (aka Oracle Account):	Check Route Code (4 digit number):
Start Date:	End Date:
Hours needed per week:	Suggested Hourly Wage: (Note: Minimum Hourly Rate is \$12.60 per hour)
Contingent's Working Title:	
Will this temp/casual supervise or direct the work of any students/temps/casuals? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date:	Supervisor name:
Supervisor phone:	Supervisor e-mail:

Job Assignment: (required) Please describe briefly the role and job responsibilities of the contingent worker including each duty performed.

Skills required: (required) Please describe here any specialized knowledge required and the minimum skills needed to perform the primary functions of the assignment.

<i>For HR Office Use Only</i>	
Job Class Title:	Job Class Code:
In-Hire Pay Range:	Responsibility Level:
Hourly Rate:	HR Manager Approval: