GSD Temporary Employee Hire and Data Change Form

To Be FULLY COMPLETED Prior to Starting Work - PLEASE PRINT

☐ New Job or Additional Job
☐ Change Coding ☐ Change Pay Rate
☐ Change End Date ☐ Termination

If change, Job #_____

(If adding or changing current job, complete effective date, Name, HUID, and payment information section.)

Requisition Number: _____

Hire Dates (Start Date is Sunday of first week worked):

☐ ____/____/____ -1/26/19- Fall
☐ ____/____/____ -6/15/19 - Spring
☐ ____/____/____ -6/15/19-Academic Year
☐ Other (or effective date of change)_____ to _____

EMPLOYEE INFORMATION (to be completed by employee):

Harvard ID# (last 4 digits of SS# if no HUID assigned): _____

Full Name (first/middle/last):_____

Local Address/City/State/Zip:_____

Phone:_____ Email:_____

☐ Direct Deposit (Enclose form or enter in PeopleSoft.) ☐ Mail Check to Local Address. (option for non-Harvard temps only)

Gender: Male ☐ Female ☐ Racial/Ethnic Classification (optional): _____

Are you a U.S. citizen or permanent resident? Yes ☐ No☐ If no, complete GLACIER.

Are you a student at Harvard? Yes ☐ No☐ If yes, expected graduate date: ____/____/____

If student, which Harvard school/dept._____

Have you worked at Harvard before? Yes ☐ No☐ If yes, when?_____

Are you currently on *any* Harvard payroll? Yes ☐ No☐ If yes, where?_____

Are you using federal work-study for this job? Yes ☐ No☐ If yes, be sure to submit on-line work-study referral form.

PAYMENT INFORMATION (completed by supervisor/payroll coordinator):

***Dept Code: 102347** (Tem.Staff)) **PayGrp**: WklyTemp (WTM) Wkly Work Study(WST)*

Job Type (Circle One): Harvard Student (700030) Temporary Employee (700010) LTHT (710010) Intern (Non-Harvard Student) (100010)

Hiring Department: _____Hourly rate: $_____Hours per week: _____

Job Title/Duties: _____(Should be same as Work-Study Job Title, if applicable)

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Tub	Org	Object	Fund	Activity	Sub	Root

_____ _____
Supervisor Name/phone (please print) Supervisor Signature Date

_____ _____
Departmental Signature (If required) Date HR Signature (Required for non-Harvard students.) Date

Supporting Documentation:

I-9 Form (Eligibility to Work)	☐ Attached	☐ On File	☐ Updated I-9 Form
Tax Forms	☐ Attached	☐ On File	☐ GLACIER
Direct Deposit	☐ Attached	☐ On File	☐ PeopleSoft Self Service
Work-Study Referral Card:	☐ Attached	☐ On File	☐ Not applicable

Finance Office Use Only:

Job Number: _____ T&LGroup: _____ Action/Reason Code: _____

See Page 2 for link to all Payroll Forms and important information

HAVE YOU

Completed all the required documentation listed below?

- GSD Temporary Employee Hire and Data Change Form
- I-9 Employment Verification Form (witnessed with copies of appropriate documentation)
- If not a U.S. Citizen, completed GLACIER
- If eligible and using work-study, have completed the on-line referral card at: https://college.harvard.edu/ON-campus-fwsp-referral-form-graduate. If you need further information or instructions regarding Federal Work-Study, it can be found at: https://seo.harvard.edu/federal-work-study-program
- Completed Federal and State tax forms
- Direct Deposit Form. Employees can register via *PeopleSoft Self Service* after employment paperwork is processed.
- Make sure local address is valid in PeopleSoft by updating address at: http://www.gsd.harvard.edu/resources/change-of-address/ or login to my.Harvard.

All payroll forms can be found at http://www.gsd.harvard.edu/resources/payroll/

IMPORTANT INFORMATION REGARDING PAY:
The above paperwork must be completed prior to or within 3 days of your first day of work. Once you have been hired, you must submit completed timesheets on a weekly basis. Your department will inform you when timesheets are due which will be paid on the following Friday. Holidays may require timesheets be submitted earlier.

Non Harvard Students/Interns:

- Non Student/Non-Harvard student temporary employees may only work a total of 90 days per position. Employees will automatically be given an end date of 90 days from first day worked unless an earlier end date is listed on the hire form. Employees **will automatically drop from the payroll** on the end date listed or 90 days if no end date is listed.
- If you are going to work longer than 90 days, the department will need to contact Human Resources at 617-495-4235 to determine if the position if eligible for less than half-time (LHT) status.
- Non student/non-Harvard student temporary employees must have a 60 day break in service between temporary jobs if not converting to a LHT position.