

# 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

Requisition Number: \_\_\_\_\_

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

- \_\_\_\_/\_\_\_\_/\_\_\_\_ - 1/\_\_\_\_/\_\_\_\_ - Fall  
 \_\_\_\_/\_\_\_\_/\_\_\_\_ - 6/\_\_\_\_/\_\_\_\_ - Spring  
 \_\_\_\_/\_\_\_\_/\_\_\_\_ - 6/\_\_\_\_/\_\_\_\_ - Academic Year  
 Other (or effective date of change) \_\_\_\_\_ to \_\_\_\_\_

**If change, Job #** \_\_\_\_\_

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

**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:      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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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)	<input type="checkbox"/> Attached	<input type="checkbox"/> On File	<input type="checkbox"/> Updated I-9 Form
Tax Forms	<input type="checkbox"/> Attached	<input type="checkbox"/> On File	<input type="checkbox"/> GLACIER
Direct Deposit	<input type="checkbox"/> Attached	<input type="checkbox"/> On File	<input type="checkbox"/> PeopleSoft Self Service
Work-Study Referral Card:	<input type="checkbox"/> Attached	<input type="checkbox"/> On File	<input type="checkbox"/> Not applicable

*Finance Office Use Only:*

Job Number: \_\_\_\_\_ T&LGroup: \_\_\_\_\_ Action/Reason Code: \_\_\_\_\_

# 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 is 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.