

# OFFICE OF HUMAN RESOURCES SERVICES CONTRACT

## I. Part-time Employee Information

All employees must have processed for payroll in the Office of Human Resources before performing any work. Payroll Start Date and Payroll End Date cannot precede the date the employee processed for payroll.

Employee Name: (Last, First, MI)		Employee N-Number:		<input type="checkbox"/> New <input type="checkbox"/> Returning	Last worked: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	
Department Name:			Index:	Fund:	Org:	Account:
OPS Contract Amount:	Biweekly Rate of Pay:	Payroll Start Date:	# of Pay Periods:	Payroll End Date:	Activity Start Date*:	Activity End Date:

## II. Non-Instructional Assignment - Description of Duties

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**\*\* NOTE: This form must be submitted to Human Resources no later than two weeks before activity start date.**

## III. Signatures

_____ Employee (print)	_____ (signature)	_____ Date
_____ Supervisor (print)	_____ (signature)	_____ Date
_____ ORSP (print)	_____ (signature)	_____ Date
_____ Vice President (print)	_____ (signature)	_____ Date

☐ Payroll Processing  
☐ Background Check Completed  
\_\_\_\_\_  
Initial

## IV. Employee and Department Contact Information

_____ Employee Name	_____ Employee Phone	_____ Email Address (required)
_____ Department Name	_____ Department Phone	