

**WSU Extension Temporary Hourly Employment Form**

**Please allow 2 weeks processing prior to start date**

Name of Supervisor/Manager	
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**Employee Details**

Legal First Name		Legal Last Name	
Other Last Names Used (if any)		Driver's License in Which State?	
Date of Birth			
Current/Former Employee or Student?		WSU ID# (if any)	
Country of Citizenship		Immigration Status	
Personal Phone		Personal E-Mail	
Home Address		City, State, Zip	

If the employee does not have a WSU ID#, they will need to contact a Personnel Coordinator by phone (Brenda Campbell, 509-335-1778 or Jennifer Stephens, 509-335-1789) to give them their Social Security Number to establish the WSU ID#.

**Position Details**

Working Title	
Brief Description of Duties	

**Appointment Details**

Work Address		City, State, Zip	
Work Phone		Work E-Mail	
Appt Start Date		Appt End Date	
Hourly Rate of Pay		Hours Per Week	
Funding Worktag			

<p><b>Seasonal – PEBB Eligibility</b>                  Indicate Yes or No for the following statement: Is the employee appointed to this job is expected to meet the seasonal benefit eligibility criteria of 1) working a recurring seasonal period of 3 months or more, 2) averaging 80 hours a month over the seasonal period and working at least 8 hours in a month, and 3) performing similar work each season.</p>	
<p><b>Anticipated hours and length of services – DRS Eligibility</b>                  Indicate Yes or No for the following statement: Is it expected this job will work 70 hours or more per month for at least 5 months in a 12-month period.</p>	
<p><b>Anticipated hours and length of services – PEBB</b>                  Indicate Yes or No for the following statement: Is it anticipated this job will work at least 8 hours a month for more than a consecutive 6-month period?</p>	

Name of individual who will verify COVID-19 vaccination status	
Name of individual who will verify documents in Workday for I-9	

Please see WSU's COVID-19 vaccination verification policy: <https://hrs.wsu.edu/covid-19/vax-verification/>

### HR Partner Routing

<b>ANR</b>	<a href="mailto:kimberly_dudley@wsu.edu">kimberly_dudley@wsu.edu</a>	509.335.1873
<b>CED</b>	<a href="mailto:julieal@wsu.edu">julieal@wsu.edu</a>	509.335.4796
<b>Y&amp;F</b>	<a href="mailto:loosl@wsu.edu">loosl@wsu.edu</a>	509.358.7548
<b>4-H</b>	<a href="mailto:robin.scarlett@wsu.edu">robin.scarlett@wsu.edu</a>	509.358.7783
<b>SNAP-Ed</b>	<a href="mailto:Kim.buckhalter@wsu.edu">Kim.buckhalter@wsu.edu</a>	253.445.4644

### Employee E-mail and Workday Access

The Employee will need a WSU e-mail and Workday login credentials on first day of work to complete Section One of the I-9 in Workday. Please contact the WSU IT Helpdesk M-F, 8-5 at 509 335 4357 or [crimsonservedesk@wsu.edu](mailto:crimsonservedesk@wsu.edu) to set this up.

### Non-Student Temporary Employee Hour Limitations and Benefit Eligibility

<https://jira.esg.wsu.edu/servicedesk/customer/kb/view/176229851>

### Appointment Limit

The Employee cannot exceed 1050 hours in a 12-month period, no exceptions.

### Retirement Eligibility

If the Employee works 70 or more hours per month for any 5 months in a 12-month period, mandatory retirement participation expenses will charge to the funding worktag. To avoid triggering retirement eligibility, the Employee must not exceed 69 hours in any single month.

### Health Insurance Eligibility

If the Employee works for more than 6 consecutive months and averages at least 80 hours per month with at least 8 hours in each month, a \$975 healthcare insurance premium expense will charge to the funding worktag each month. Eligibility is lost and the hours are reset if the employee works less than 8 hours in a month.

### Additional Temporary Hourly Employee Information

<https://hrs.wsu.edu/employees/employee-policies/temporaryhourly/>

[Temporary Employment Classification and Compensation Plan](#) for position titles, title codes, and wage rates.