



# Calvin College Short-Term Employment Request Form

## Instructions

1. Complete **ALL** sections of this form (incomplete forms will be returned to requestor).
2. Obtain **ALL** approval signatures (forms without all approval signatures will be returned to requestor).
3. Temporary employment eligibility is contingent upon successfully passing the Calvin College background check process and providing proof of eligibility to work in the U.S. **The applicant may NOT begin his/her work assignment before the completion of these requirements.**
4. If more than one short-term employee is being requested for the same position, information on additional employees can be attached to this form using a separate sheet.
5. Completed forms should be returned to the Human Resources office. (Please allow 10 business days for processing a new employee.)

## Employee & assignment information

Department \_\_\_\_\_ Requestor \_\_\_\_\_

Anticipated start date \_\_\_\_\_ End date \_\_\_\_\_

Employee name \_\_\_\_\_

Is this person a: New employee \_\_\_\_\_ Returning employee \_\_\_\_\_ Recent graduate \_\_\_\_\_

College ID # (**REQUIRED** for returning employees & recent graduates) \_\_\_\_\_

Suggested hourly wage \_\_\_\_\_ Budget number \_\_\_\_\_

Approximate hours per week \_\_\_\_\_

Position description:

Justification for the request:

## Signatures and approvals

Requested by \_\_\_\_\_ Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_ Dept. chair/budget officer \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_ Dept. chair/budget officer \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_ Divisional vice president \_\_\_\_\_ Date \_\_\_\_\_

## Calvin HR use only

Date received by HR \_\_\_\_\_

Position filled by \_\_\_\_\_ Actual start date \_\_\_\_\_

BC complete \_\_\_\_\_ New hire paperwork complete \_\_\_\_\_

\_\_\_\_ XPNT \_\_\_\_ XPRV \_\_\_\_ BIO \_\_\_\_ NFAC \_\_\_\_ POSS \_\_\_\_ PPOS \_\_\_\_ ADR \_\_\_\_ OFFI \_\_\_\_ CHCK  
 \_\_\_\_ DATE

Comments:

## Calvin College Short-Term Employment FAQ

1. **What is a short-term employee?** An employee whose employment is part-time and limited in duration is considered a short term employee. A short term employee is not eligible for any Calvin benefits but does receive social security and Workers' Compensation insurance.
2. **What paperwork do I need to complete to hire a short-term employee?** As the supervisor, you must complete the *Calvin College short-term employment request form*. All fields must be completed before the form is received by human resources. In addition, the form must be signed by the appropriate supervisors prior to being submitted to HR.
3. **What paperwork does the short-term employee need to complete?** The employee must complete all new hire paperwork before they can begin work. This paperwork includes a Calvin College application, Federal W-4, Michigan W-4, and City of Grand Rapids W-4, Employment Eligibility I-9, direct deposit form, and Calvin College confidentiality agreement. In addition, the employee must complete a background check.
4. **Is every short-term employee required to have a background check?** Calvin College requires all new employees, including short-term employees, to have a completed background check on file before they begin work. The background check can be initiated by a paper form or by completing an electronic form via email. Background checks typically take 5–8 business days to complete. *\*\*Some exceptions may apply – please see HR\*\**
5. **How does a short-term employee get IT access?** Before a new IT account can be requested for a short-term employee, the human resources office must have the employee's new hire paperwork on file. HR will then request a new IT account for the short-term employee. It is then the responsibility of the supervisor to work with CIT to set up the user's account.
6. **Can my short-term employee be paid by stipend?** There are two payment options for short-term employees: they can either be paid an hourly wage or a stipend. The wage needs to be indicated on the short-term request form. Employees being paid by hourly wage will need to complete a biweekly time card in order to be paid. If the employee is being paid by stipend, it is the supervisor's responsibility to communicate stipend information to the payroll office.
7. **Can I hire multiple short-term employees with the same form?** If you are hiring multiple employees to fill an identical short-term position, you may use the same form. Simply attach an additional sheet to the *short-term employment request form*. Be sure you include the name and ID number for each employee.
8. **How do I extend a current short-term employee's employment?** In order to extend the employment of a current short term employee beyond the end date indicated on the initial request, a new *short-term employment request form* must be completed. Once the form is received by HR, employment will be extended for the individual. They will not need to complete additional new hire paperwork or complete any additional background check.
9. **How can my short-term employee get an ID card and parking sticker?** On their first day of employment, the short-term employee can obtain an ID card from the student life office. Parking stickers can be picked up at campus safety but require the employee to show their ID card.