

EMAIL PAY REQUEST FORM

For TEMPORARY EMPLOYEES or INSTITUTIONAL (DEPARTMENT) STUDENT EMPLOYMENT

TODAY'S DATE: _____

<u>NAME</u>		<u>LEAVE BLANK IF UNKNOWN</u>		<u>TEMPORARY EMPLOYEE OR STUDENT</u>	<u>REGULAR HOURS WORKED</u>	
LAST: _____	FIRST: _____	PRN: _____	STATUS: _____	Temp Employee	Student	Regular # of hours worked/week _____
LAST: _____	FIRST: _____	PRN: _____	STATUS: _____	Temp Employee	Student	Regular # of hours worked/week _____
LAST: _____	FIRST: _____	PRN: _____	STATUS: _____	Temp Employee	Student	Regular # of hours worked/week _____
LAST: _____	FIRST: _____	PRN: _____	STATUS: _____	Temp Employee	Student	Regular # of hours worked/week _____
LAST: _____	FIRST: _____	PRN: _____	STATUS: _____	Temp Employee	Student	Regular # of hours worked/week _____

SUPERVISOR'S NAME: _____

ACCOUNT NUMBER: ACCOUNT INDEX: _____

DEPARTMENT CHARGED: _____

DEPARTMENT/ORG#: _____
(not required for students)

HOURLY RATE OF PAY: _____

AUTHORIZED BY: _____

PERSON SUBMITTING FORM: _____
EXTENSION # _____

WORK CAMPUS: _____ Estimated total hours - NOT range

START DATE: _____ END DATE: _____

TEMP EMPLOYEE/
STUDENT JOB TITLE: _____

CRIMINAL BACKGROUND CHECK REQUIRED? YES NO

- Step #1: Complete all fields on this form.
- Step #2: Email to all authorized approvers who are required to approve.
- Step #3: Those who have approved forward this attachment along with email approval to Human Resources at hr@une.edu.

Note: Use the tab to move from one field to the next.

NOTE: PLEASE DIRECT NEW EMPLOYEES TO HUMAN RESOURCES ON THE APPLICABLE WORK CAMPUS TO COMPLETE INITIAL PAPERWORK.

Annual Training Requirements

Please check the box next to each training that will be required for this position in addition to the nine required trainings for all employees: Code of Conduct, Cyber Security Awareness, Ergonomic, FERPA, Fire Safety, Sexual Harassment, Red Flag (identity theft protection), Title IX, Active Shooter. If no other trainings are required, please check the box at the bottom of the list.

If you have any training requirement questions, please contact Environmental Health and Safety (EH&S) at ext 2488 or Human Resources at extension 4256.

No position specific training required beyond the 9 highlighted required training.

Required Online Trainings		Position Specific Online Trainings (check all that apply)	
<input type="checkbox"/> Active Shooter	<input type="checkbox"/> Fire Safety	<input type="checkbox"/> Animal Contact	<input type="checkbox"/> Laboratory Safety
<input type="checkbox"/> Code of Conduct	<input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Blood borne Pathogens	<input type="checkbox"/> Oil Spill Prevention & Lock Out/Tag Out
<input type="checkbox"/> Cyber Security Awareness	<input type="checkbox"/> Red Flag (Identity Theft Protection)	<input type="checkbox"/> Formaldehyde	<input type="checkbox"/> Personal Protection Equipment
<input type="checkbox"/> Ergonomic (VDT & Lifting)	<input type="checkbox"/> Title IX	<input type="checkbox"/> Hazardous Communication	<input type="checkbox"/> Radiation Safety
<input type="checkbox"/> FERPA		<input type="checkbox"/> Hazardous Waste	<input type="checkbox"/> Research Compliance
		<input type="checkbox"/> HIPAA	<input type="checkbox"/> Universal Waste

Position Specific Classroom Trainings (check all that apply)	
<input type="checkbox"/> Asbestos Awareness	<input type="checkbox"/> IATA (Air Shipping Dangerous Goods)
<input type="checkbox"/> BBP Spill Kit	<input type="checkbox"/> Laser Training
<input type="checkbox"/> Confined Space	<input type="checkbox"/> Machine Guarding
<input type="checkbox"/> Electrical Safety	<input type="checkbox"/> Radiation Safety Officer
<input type="checkbox"/> Fall Protection	
<input type="checkbox"/> Human Subject Research	

Other Position Specific Requirements (check all that apply)	
<input type="checkbox"/> Aerial Lift Truck Training	<input type="checkbox"/> Golf Cart
<input type="checkbox"/> Audiograms	<input type="checkbox"/> Hep B (must include Blood Borne Pathogens)
<input type="checkbox"/> CPR	<input type="checkbox"/> Ladder Safety
<input type="checkbox"/> Driver Certifications (DOT)	<input type="checkbox"/> Occupational Health & Safety Program
<input type="checkbox"/> First Aid	<input type="checkbox"/> Boat Safety
<input type="checkbox"/> Fork Lift	<input type="checkbox"/> Other: