



Angelo State University

Instructions for Completing the Student and Temporary/Casual Employment Form

Temporary/Casual Employees:

Use this form for all Temporary/Casual hires.

Student and Work Study Employees:

In order to hire or rehire Student and Work Study employees, the hiring department will need to complete an electronic Personal Action Form (ePAF). In the event that an ePAF cannot be completed, this form may be used to hire Student and Work Study employees. Contact the Office of Human Resources for assistance in determining when it is appropriate to use this form for Student and Work Study employees.

1. Print on blue paper. Complete all fields to avoid delays. Refer to Operating Policy 52.44 for information on student employment or Operating Policy 52.47 for temporary/casual employment. **Note: This form must be submitted and approved by the Office of Human Resources prior to the employee's hire date.**
2. Mark the appropriate box indicating the type of position being filled (Temporary/Casual, Student Assistant, or Work Study).
3. For a Work Study employee, mark the appropriate box regarding Financial Aid approval.
4. Enter the hiring department, employee name, CID, phone number, e-mail address, and mailing address.
5. Enter the job title and a brief work description.
6. Enter pay grade (from the Student Pay Plan), hourly pay rate, and estimated work hours per week.
7. Enter effective dates of employment. Temporary/Casual employees may not work more than 4 months if working 50% time or more. Refer to OP 52.47 for more information.
8. Enter the name(s) of Web Time Entry approver(s) who will be responsible for approving time worked. Note: multiple approval levels can be set up if needed, but the Account Manager must be included (For Student and Work Study employees only).
9. Enter the account name, account number, and position number for each funding source from which the employee will be paid.
10. Route the original form through the appropriate approval queue.
11. Newly hired Student and Temporary/Casual employees must visit the Office of Human Resources no later than their first day of employment to complete the required employment paperwork. Failure to complete this paperwork will result in termination of their employment. Prior to the first day of employment, newly hired employees should be advised to read and follow the instructions provided on the Human Resources web site (http://www.angelo.edu/dept/human_resources/), under the Welcome, New Employees link.