

PART-TIME

CASUAL

Request

I would like to request the following individual to work in this department as a Part-Time Casual employee. By signing this request, I certify the following:

- This person is not currently enrolled as a full-time student at AASU.
- I understand that this person may not begin work until this request has been submitted to the Human Resources Office and he/she has completed the federally mandated paperwork, along with any supporting documentation, and a brief orientation session.
- It is the responsibility of the hiring department to monitor their budget in reference to monies being charged for part-time casual labor.
- I understand that this person is authorized to work no more than 19 hours per week.
- I understand that Part-Time Casual employees are hired on a temporary, as needed basis. There is no guarantee of a specific number of work hours/days nor of continuous employment.
- Part-Time Casual employees are required to participate in the Georgia Defined Contribution Plan, with a 7.5% contribution by the employee.

Signature of Department Head

Date

Job Title: PART-TIME CASUAL EMPLOYEE Hourly Wage:	Name of account to be charged:
Department:	Supervisor:

EMPLOYEE INFORMATION:

Name: _____
Last First Initial

Social Security Number: _____ - _____ - _____

Address: _____
Street City State Zip Phone

Has this person worked on campus previously? _____ If yes, approximate date: _____