



Temporary Employee Checklist and Cover Sheet

Department: _____

*The following must be submitted to HR – **ONE WEEK** prior to the **Start date of the Pay Period the employee will begin working**, to ensure the employee can be entered into the Banner system and receive pay.*

Employee's Name: _____

Date Submitted to HR: _____

Submitted by: _____

If items listed below are already on file in HR, please note that information by the applicable boxes of the document(s) in question.

- Completed 301 – Electronic copy received from HR with all required signatures.
- Signed 302 (requires signatures of employee and hiring supervisor)
- I9 (with copy of acceptable ID) **If Social Security card is not used for the I9, HR must receive a copy of the social security card or review the card for employee name and number verification for payroll purposes.
- W-4
- NC-4
- Direct Deposit Form with required attachment
- Criminal Background Check – Only for Non-Students
- Race & Ethnicity Information Sheet (attached)

Race & Ethnicity Information Sheet

Please check applicable categories for the following:

Primary Ethnic Self-Identification:

- Hispanic or Latino
- Not Hispanic or Latino

Primary Racial Self-Identification:

- Asian – Having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent
- Black or African American – Having origins in any of the black racial groups of Africa
- White or Caucasian – Having origins in any of the original peoples of Europe, the Middle East, or North Africa
- American Indian or Alaska Native – Having origins in any of the original peoples of North, Central, or South America, and maintaining tribal affiliation or community attachment.
Tribal Affiliation _____
- Native Hawaiian or Other Pacific Islander – Having origins in the original peoples of Hawaii, Guam, Samoa, or Pacific Islands.