

# GSD Temporary Employee Hire and Data Change Form

## To Be FULLY COMPLETED Prior to Starting Work - PLEASE PRINT

- New Job or Additional Job  
 Change Coding     Change Pay Rate  
 Change End Date     Termination

Requisition Number: \_\_\_\_\_

**Hire Dates (Start Date is Sunday of first week worked):**

- \_\_\_\_ / \_\_\_\_ / \_\_\_\_ - 1/21/23- Fall  
 \_\_\_\_ / \_\_\_\_ / \_\_\_\_ - 6/10/23 - Spring  
 \_\_\_\_ / \_\_\_\_ / \_\_\_\_ - 6/10/23-Academic Year  
 Other (or effective date of change) \_\_\_\_\_ to \_\_\_\_\_

**If change, Job #** \_\_\_\_\_

(If adding or changing current job, complete effective date, Name, HUID, and payment information section.)

**EMPLOYEE INFORMATION** (to be completed by employee):

Harvard ID# (last 4 digits of SS# if no HUID assigned): \_\_\_\_\_

Full Name (first/middle/last): \_\_\_\_\_

Local Address/City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

- Direct Deposit (Enclose form or enter in PeopleSoft.)     Mail Check to Local Address. (option for non-Harvard temps only)

Gender: Male  Female       Racial/Ethnic Classification (optional): \_\_\_\_\_

Are you a U.S. citizen or permanent resident?    Yes  No     If no, complete GLACIER.

Are you a student at Harvard?    Yes  No     If yes, expected graduate date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

If student, which Harvard school/dept. \_\_\_\_\_

Have you worked at Harvard before?    Yes  No     If yes, when? \_\_\_\_\_

Are you currently on *any* Harvard payroll?    Yes  No     If yes, where? \_\_\_\_\_

Are you using federal work-study for this job?    Yes  No     If yes, be sure to submit on-line work-study referral form.

**PAYMENT INFORMATION** (completed by supervisor/payroll coordinator):  
*Dept Code: 102347 (Temp .Staff) PayGrp: WklyTemp (WTM) Wkly Work Study(WST)*

Job Code (Circle One):    Harvard Student (700030)    Temporary Employee (700010)    LTHT (710010)  
    T.A.– Union (GSU010)    R.A. – Union (GSU009)    Intern (Non-Harvard Student) (100010)

Hiring Department: \_\_\_\_\_ Hourly rate: \$ \_\_\_\_\_ Hours per week: \_\_\_\_\_

Job Title/Duties: \_\_\_\_\_ (Should be same as Work-Study Job Title, if applicable)

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Supervisor Name/phone (please print) \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Departmental Signature (If required) \_\_\_\_\_ Date \_\_\_\_\_

HR Signature (Required for non-Harvard students.) Date \_\_\_\_\_

Supporting Documentation: I-9 Form (Eligibility to Work) Tax Forms (W-4 and M-4) GLACIER Direct Deposit Work-Study Referral Card: Finance Office Use Only:	<input type="checkbox"/> Attached <input type="checkbox"/> On File <input type="checkbox"/> Applicable <input type="checkbox"/> On File <input type="checkbox"/> Attached	<input type="checkbox"/> On File <input type="checkbox"/> PeopleSoft Self Service <input type="checkbox"/> Not Applicable <input type="checkbox"/> PeopleSoft Self Service <input type="checkbox"/> On File	<input type="checkbox"/> Updated I-9 Form <input type="checkbox"/> Not applicable
Job Number: _____ T&LGroup: _____ Action/Reason Code: _____			

# HAVE YOU

Completed all the required documentation listed below?

- GSD Temporary Employee Hire and Data Change Form
- I-9 Employment Verification Form
- If not a U.S. Citizen, completed GLACIER
- If eligible and using work-study, have completed the on-line referral card. If you need further information or instructions regarding Federal Work-Study, it can be found at: <https://seo.harvard.edu/for-students/federal-work-study>
- Completed Federal and State tax forms. Tax forms must be completed via *PeopleSoft Self Service* after employment paperwork is processed.
- Direct Deposit Form. Employees must register via *PeopleSoft Self Service* after employment paperwork is processed.
- Make sure local address is valid in PeopleSoft by updating address at: <http://www.gsd.harvard.edu/resources/change-of-address/> or login to my.Harvard.

All payroll forms can be found at <http://www.gsd.harvard.edu/resources/payroll/>

## **IMPORTANT INFORMATION REGARDING PAY:**

The above paperwork must be completed prior to or within 3 days of your first day of work. Once you have been hired, you must submit completed timesheets on a weekly basis. Your department will inform you when timesheets are due which will be paid on the following Friday. Holidays may require timesheets be submitted earlier.

## **Non Harvard Students:**

- Prior to hiring, the department should contact Mychelle Muliro in Human Resources to determine if the employee is eligible to be hired in a temporary or less than half-time, (LHT) position.
- Non-Harvard student temporary employees may only work 90 days in a temporary position. The PeopleSoft system will default to an appointment end date of 90 days from first day worked unless an earlier end date is entered on the hire form. The Employee's **position will auto-terminate** in the system on the end date listed or 90 days if no end date is listed.
- If the employees is going to work longer than 13 weeks, the department will need to contact Mychelle Muliro in Human Resources to determine if the position is eligible to be hired or converted to less than half-time (LHT) status. Less than half-time employees can only work up to 14 hours/week, allowing only 2 instances of working more than 14 hours/week over the course of their employment.
- Non-Harvard student temporary employees must have an 8 month break in service between temporary jobs if not converting to a LHT position.
- Please review the Contingent Work Policies prior to hiring a non-student Temp or LHT. Please find the link below:
  - [Contingent Work Policies](#)