Employment Paperwork for Hiring a Temporary Hourly Employee

All of these forms are found on the [HR website](#) under Forms-Employment Forms.

**Hiring a New Employee in a Temporary Hourly Assignment**

The following forms need to be completed by the new Temporary Hourly Employee:

- Temporary Hourly Employment Application
- Background Check Form
- Employee Personnel Information
- I-9 Form
- Tax Withholding Forms- Federal, State, & City
- Direct Deposit Form

The following forms will need to be completed by the Department:

- Temporary Employment Authorization Form
  *This form will require a FOAP number, position number, etc. Current position numbers can be found on the [University Budget](#) website, under “Position Numbers by FOAP”.

**Hiring a recently graduated GVSU student worker in a Temporary Hourly Assignment**

The following forms need to be completed by the Temporary Hourly Employee:

- Temporary Hourly Employment Application
- Background Check Form
- Employee Personnel Information
- I-9 Form *(HR will request I-9 from Student Employment to be sent over)*
- Tax Withholding-Federal, State, & City
  - *(if employee wants to make any changes)*
- Direct Deposit Form *(if employee wants to make any changes)*

The following forms will need to be completed by the Department:

- Temporary Employment Authorization Form
  *This form will require a FOAP number, position number, etc. Current position numbers can be found on the [University Budget](#) website, under “Position Numbers by FOAP”.

10/6/14