**REQUIREMENTS FOR TEMPORARY EMPLOYMENT - WSU Mount Vernon NWREC**

**APPLICANT RESPONSIBILITIES:**

1. **Temporary Employment Application** – Complete and **sign**. *(re-hire complete top section only.)*
2. **IRS Form W-4** – Complete and **sign in ink**.
3. **INS Form I-9** – Complete online verification process with Fiscal Specialist. Provide your choice from Lists of Acceptable Documents to establish identity and employment eligibility. *(If you are a re-hire within three years of your initial hire date, show the Fiscal Specialist your choice from Lists of Acceptable Documents to confirm identity and employment eligibility.)*
4. **Emergency Contact Information** – Complete and return to Office Assistant.
5. **Affordable Care Act (ACA) Notice of Health Insurance Marketplace Coverage Options & Public Employees Benefits Board (PEBB) Benefits** – Read and follow up with WSU Human Resource Services in Pullman if you have any questions.
6. *(Optional)***Direct Deposit Authorization –** Complete, **sign,** **attach voided check**, return to Fiscal Specialist.
7. **Temporary Employee Orientation Checklist** – Review with your supervisor.
8. **Safety Orientation Checklist** – Complete all required safety trainings. Review checklist with your supervisor, **sign**, and return to Office Assistant upon completion.
9. **Parent/School Authorization for Employment of a Minor** *(as applicable to applicants age 17 and younger)* – Review with parent and school authority. Complete, **obtain parent and school signatures, sign** and return to Fiscal Specialist.
10. **Prox-Card Request for New Personnel** *(if applicable)* – Review with supervisor, complete, **sign** and return to Facilities ManagerON OR BEFORE FIRST DAY OF WORK.
11. **Key Request/Assignment Form** *(if applicable)* --Complete upon receipt of key(s), **sign** and return to Facilities Manager.

**NOTES:**

**The online I-9 process** must be completed BEFORE YOU BEGIN WORK**.**

You must provide original documents to Fiscal Specialist to verify identity and work eligibility

**Safety** and **Orientation** checklists and related training must be completed and returned to the Office Assistant BEFORE PAYROLL INFORMATION CAN BE SENT TO PULLMAN.

**PAY PERIODS** are the 1st through the 15th and the 16th through the end of month.

**ELECTRONIC TIMECARDS** must be submitted online in CougarManager at the end of each pay period

*prior to the posted payroll deadline*. They must be e-signed by both you and your supervisor(s)

in order to be validated for payroll purposes.

**PAY DAYS** are the 10th and 25th following the end of the pay period.