

WHAT IS A CONTRACTUAL EMPLOYEE?

A contractual employee is one who is hired to work for a specific period of time on an hourly basis or a contracted amount. This includes part-time, seasonal, temporary faculty, students, staff and administrative employees.

HOW DO I GO ABOUT PUTTING SOMEONE ON CONTRACTUAL PAYROLL?

If you have an opening to fill, you must first determine:

- * Are funds available in my department's budget?
- * Is the position full-time or part-time?
- * What type of position (faculty, student, staff, or admin.)?
- * What is the hourly rate of pay?
- * What is the beginning date of this job?

The next step is to begin filling out the required forms.

(Please note, that in order to be included on the next payroll, there is a deadline for submitting a 311.)

A vacancy form must be done if a position is on going. It does not need to be done if the contract is for less than 6 months or less than 20 hours per week.

WHAT FORMS DO I NEED?

FACULTY

311 (yellow)
W4
I-9
Substance Abuse Policy
Drug Test Policy
Faculty Services Agreement (contract)
Questionnaire
Software Code of Ethic
Computer Usage Policies
Direct Deposit Form
MD New Hire Registry Form

STUDENT

311 (white)
W4
I-9
Substance Abuse Policy
Software Code of Ethic
Computer Usage Policy
Direct Deposit Form
MD New Hire Registry Form

STAFF

311 (pink)
W4
I-9
Substance Abuse Policy
Drug Test Policy
Questionnaire
Software Code of Ethic
Computer Usage Policy
Vacancy Form (If needed)
Direct Deposit form
MD New Hire Registry Form

ADMIN

311 (blue)
W4
I-9
Substance Abuse Policy
Drug Test Policy
Questionnaire
Software Code of Ethic
Computer Usage Policy
Vacancy Form (If needed)
Direct Deposit Form
MD New Hire Registry Form
Administrative Services Agreement (contract)

NOTE

-Sample copies of all forms are attached.

-Direct Deposit is mandatory for all new employees. Call the Office of Human Resources for a direct deposit form.