



# UNIVERSITY of WASHINGTON | BOTHELL

## SECTION 1 – COMPLETED BY TEMPORARY HOURLY EMPLOYEE (NON-STUDENT)

Are you a new UW employee? ☐ Yes ☐ No

Are you currently employed elsewhere on campus? ☐ Yes ☐ No (If yes, you do not need to complete a new I-9 Form)

Have you been separated from UW for more than 6 months? ☐ Yes ☐ No (If yes, you must complete a new I-9 Form)

Last Name:

First Name:

Middle Name:

Date of Birth:

Gender:

☐ Male

☐ Female

Phone Number:

Email Address (*very important*):

Mailing Address:

Emergency Contact Name:

Emergency Contact Phone # 1:

County:

Emergency Contact Phone # 2:

*I certify that the information above is accurate.*

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE TO EMPLOYEE** - You should expect an email from your Payroll Coordinator within 2 business days with important payroll information and instructions regarding Online Timesheets, Direct Deposit, Affirmative Action Form, and W-4 Form.

## SECTION 2 – COMPLETED BY SUPERVISOR OR HIRING OFFICIAL

Appointing Dept:

Campus Box:

Primary Timesheet Approvers:

(UW NetID):

Backup Timesheet Approvers:

(UW NetID):

*I understand that I must monitor the hours of my temporary hourly employee to ensure compliance with university policy. Temporary hourly employees are limited to working a maximum of **950 hours** (excluding overtime) during the 12-month consecutive period that begins with their original UW temporary employment date unless an extension is pre-approved. **I have submitted a completed Temporary Employment Form to UW-Bothell Human Resources (Box 358526)***

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

**NOTE TO SUPERVISOR/HIRING OFFICIAL** - Please submit this form along with the following to your Payroll Coordinator:

- **U.S. Citizens and Permanent Residents:** ☐ I-9 Form (No copies of employment authorization documents)
- **Non-Resident Aliens:** ☐ I-9 Form ☐ UW 1007 Form (including copies listed under No. 10)
  - ☐ 8233 Form & Attachment (if **eligible** to claim tax treaty)
  - ☐ W-4 Form (if **not eligible** to claim tax treaty)

## SECTION 3 – COMPLETED BY PAYROLL COORDINATOR

Employee ID:

UW NetID/ PAC:

Email Checklist: ☐ Timesheet Instructions ☐ Direct Deposit Instructions ☐ W-4 Form Instructions