UNH Cooperative Extension
Hiring Worksheet for Hourly, Student Hourly and Work Study Employees

□ New Hire □ Returning Employee □ Change In *(select one)* ○ account ○ hourly rate

Name: _____ Soc. Sec. #: _____
Last First Middle Initial (or UNH id#)

Employee Information: ***(Check the box that applies)***

□ College Work Study (SW)

□ Student Hourly (SH)

□ Hourly *(Choose which best describes the hours to be worked):*

- □ **Casual Hourly (JH)** – Appointments for a single event or recurring short-term event, expected to be no more than 200 hours per fiscal year.

  Estimated Hours/Week _____

- □ **Part-Time Hourly (CH)** – Appointments for staff whose total commitment is expected to be greater than 200 hours but less than 1500 hours per fiscal year.

  Estimated Hours/Week _____

- □ **Full-Time Temporary Hourly (DH)** – Appointments for staff whose total commitment is expected to be at least 1500 hours in a fiscal year. Appointments may be renewed for a total of 3 years.

  Estimated Hours/Week _____

Job description: _____

Department address *(where employee will be working)*: _____

Employee Email address *(for pay notification emails):* _____

First Day of Appointment: _____ Last Day of Appointment: _____

Hourly Pay Rate: _____

Account to pay from: _____
Fund Org

Supervisor's Signature **Date**