

The Evergreen State College

Approval Category (Type of Action)	
Student	Retroactive Change (needs approval from HR/SEO)
New Employee - Requires an attached, signed COE form	
New Job / Extend Job	Budget/Org Change (needs new Job)
End Job	Work Area Change (needs new Job)

Employee Information			
Employee Name			
(As it appears on the I-9)		Last	First Middle
Evergreen ID (A#)		Employee Birth Date	
New temporary/hourly employee's addresses will be entered when the I-9 is completed in HR. All employees should keep their addresses updated on my.evergreen.edu.			

Department Information		
Department Name	Supervisor's Name (if different from work area lead)	ext.
Work Area Name	Work Area Lead's Name	ext.

Position Information			
Position Number	Work Area Code	Org	Employee Class

Employee Information Record		EPAF Information
Employee Class Code (match position info above)		Home COAS = E
Home Org (match position info above)		Employee Status = A(ctive)
Job Record		Distribution Org = 32
Job Begin Date - <u>date employee first held position or hire date</u>		
Jobs Effective Date - <u>date that this hire or extension begins</u>		Contract Type - P(rietary) or S(econdary)*
Personnel Date - <u>date that this hire or extension begins</u>		*All employees can have only one primary job
Timesheet Org (match position info above)		and multiple secondary jobs
Employee's Job Title		Job Status = A(ctive)
Hourly Rate of Pay		Job Change Reason = SJOB or TEMP
Avg Hours per Pay Period (<u>Pay period = 1/2 month</u>)		Step = 0
Job End Date Record		
Jobs Effective Date - <u>date that this hire or extension ends</u>		Job Status = T(erminated)
Personnel Date - <u>date that this hire or extension ends</u>		Job Change Reason = ENDJ

Signature of Appointing Authority**	Date	Signature of Budget Officer	Date
-------------------------------------	------	-----------------------------	------

Shaded Section to be Completed by HRS or SEO		
Anniversary Date of Temporary Hire	Hours Projected to end of job	I-9 Completed Yes <input type="checkbox"/> No <input type="checkbox"/>
Date recorded in Banner	Signature of Human Resources or Student Employment	Date

**Signature of Appointing Authority authorizes full payment from the Org above if the student continues working after his or her work/study is exhausted.
Distribution: Payroll; HRS (for non-student hires); Student Employment (for student hires) Appointing Authority; Employee Revised: 9/2011

Instructions: All newly hired student employees must complete this form.

Employee Name _____ Evergreen ID - A# _____

Position(s) _____ Pay Rate(s) _____

STUDENT EMPLOYMENT – For questions or additional information please call Student Employment Office at (360) 867-5520.

The following applies to both Institutional and Work-Study student employees:

1. A student must be registered for a minimum of 4 undergraduate credits per quarter (or 2 graduate credits) to hold a student position on campus.
2. Students working on campus and who are registered *less than half time* (for student employment purposes, half time means 6 undergraduate credits, or 4 graduate credits) will pay FICA (Social Security and Medicare) withholding.
3. Hours worked may not exceed 19 hours per week while classes are in session.
4. Student employees working in more than one on-campus job, or a combination of off-campus work-study and on-campus positions, are limited to a maximum of 19 hours per week total for all jobs combined.
5. During evaluation weeks and periods of vacation lasting at least one week (e.g. winter break, spring break), student employees may work up to 40 hours per week.
6. Student employees' hours are limited to a total of 516 hours in any consecutive six-month period, not including official breaks in the academic year as noted above.
7. Students who have been awarded work study as part of their financial aid award may not earn work study wages in excess of their award allocation for the academic year.
8. A student employee does not have right of reversion to a permanent position.
9. A student may not replace a classified employee laid off due to lack of work/funds, nor may a student employee fill a classified position vacated during the current or prior calendar/fiscal year (whichever is longer).
10. A student employee may based on work history be enrolled in the retirement plan. Full time students may waive participation by signing the exemption below.

I have read and understand the terms and conditions of my employment as outlined in this document. I understand that The Evergreen State College (TESC) reserves the right to alter the terms and conditions of my employment based on the business needs of the College. This means, for example, that TESC may require further conditions such as background checks, training and licenses, and may change the duration of my appointment, rate of pay, and job duties. BY COMMENCING TO WORK I AGREE TO ABIDE BY THE TERMS AND CONDITIONS OF EMPLOYMENT.

Employee Signature _____ Date _____

Please answer the questions below required by RCW 41.50.139	YES	NO
Have you ever been a member of a Washington State Retirement system?	<input type="checkbox"/>	<input type="checkbox"/>
If yes which retirement system?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Are you retired from one of the Washington State Retirement Systems?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been a member of the Seattle, Spokane or Tacoma Retirement system?	<input type="checkbox"/>	<input type="checkbox"/>

EXEMPTION FROM PUBLIC EMPLOYEES' RETIREMENT SYSTEM (PERS)

Based on your employment history with Evergreen you may at some point become eligible to be enrolled in and contribute to the PERS system. If you are a full time student (10 under grad credits or more) you may waive this enrollment if you meet the following criteria.

- The person is employed by the same institution where he/she is a full-time student, or where his/her spouse is a **full-time** student; **and**
- The employee is working at the institution primarily for the purpose of furthering his/her education; or his/her spouses education.

It is your responsibility as a student to notify the Payroll Office if you should drop below full-time (10 under grad credits or more).

Completion of the following statement, expresses a **waiver** of PERS retirement. I wish to be exempt from the Public Employees Retirement System. I am or my spouse is a full time student.

Signature: _____ Date: _____

Instructions: All newly hired non student temporary employees must complete this form.

Employee Name _____ Evergreen ID - A# _____

Position(s) _____ Pay Rate(s) _____

TEMPORARY EMPLOYMENT (NON-STUDENT EMPLOYMENT) – For questions about temporary employment please contact Human Resource Services at (360) 867-5361 or TTY (360) 867-6834.

The conditions of your employment follow the criteria listed below; if you believe they do not, you may have the right to appeal to the Washington State Department of Personnel (DOP).

1. Persons may work a maximum of 1,050 hours in any 12-consecutive-months period from the original date of hire. An appointment may be subject to remedial action in accordance with WAC 357-49 if the number of hours worked exceeds 1,050, exclusive of overtime or student work. Individuals are expected to adhere to the stated criteria; they are not eligible for benefits except as specified in number 5 below. If the employee believes a rule violation has occurred, the employee's request for remedial action must be filed with DOP within 30 calendar days after the effective date of the alleged violation. It is the responsibility of the hiring authority to ensure that temporary employees' hours do not exceed 1,050 from the original date of hire. *When the 1,050 hour maximum has been reached, the employee cannot work again in the institution until the anniversary of the original appointment date.*
2. Individuals in temporary appointments who work more than 350 hours become members of the union. Article 5 (Temporary Appointments) and Article 41 (Dues Deduction) of the Collective Bargaining Agreement cover temporary employees.
3. Persons who are expected to work half time or more for longer than six months must be hired from a qualified candidate pool.
4. Persons who have been laid off from a PEBB eligible position in the last 24 months must self identify their layoff status to the Payroll & Benefits office to determine benefits eligibility per WAC 182-12-129
5. A temporary non student employee who is hired to work more than six consecutive calendar months with the intent that they will work an average of 80 hours per month (480 hours over the six month period) with a minimum of 8 hours in each calendar month will be eligible for benefits on the date of hire. Benefits eligibility is administered per WAC 182-12-114.
6. A temporary non student employee whose position is revised such that the intent is that they will work more than six consecutive calendar months working a minimum of 8 hours in each month and more than 480 hours in the six calendar month period will become benefits eligible the first of the month following the extension or the first day of the seventh month whichever is sooner.
7. Becoming benefits eligible includes medical, dental, life and long term disability coverage. You may waive the medical coverage at no cost to you. If you become eligible and do not return the enrollment form within 31 days of eligibility you will be enrolled in the default medical and dental plans. Benefits eligibility is administered per WAC 182-12-114.
8. I understand that I have the right to appeal this and any future eligibility decisions for PEBB benefits made by a PEBB-participating employing agency through the PEBB Appeals Process. The PEBB appeals process begins with requesting a review from your employer. For a complete explanation of the appeals process and the appeals forms visit the PEBB website: www.pebb.hca.wa.gov
9. You may at any time contribute to the Voluntary Investment Plan (VIP), a tax-deferred retirement savings plan. For more information contact the Payroll & Benefits office

I have read and understand the terms and conditions of my employment as outlined in this document. I understand that The Evergreen State College (TESC) reserves the right to alter the terms and conditions of my employment based on the business needs of the College. This means, for example, that TESC may require further conditions such as background checks, training and licenses, and may change the duration of my appointment, rate of pay, and job duties. BY COMMENCING TO WORK I AGREE TO ABIDE BY THE TERMS AND CONDITIONS OF EMPLOYMENT.

Employee Signature _____ Date _____

Please answer the questions below required by RCW 41.50.139	YES	NO
Have you ever been a member of a Washington State Retirement system?	<input type="checkbox"/>	<input type="checkbox"/>
If yes which retirement system?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Are you retired from one of the Washington State Retirement Systems?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been a member of the Seattle, Spokane or Tacoma Retirement system? ..	<input type="checkbox"/>	<input type="checkbox"/>

Payroll office only

I have verified the retirement information above: _____ Date _____

Revised 9/2011