

COLLEGE OF CHARLESTON

Temporary Appointments

(Excluding Adjunct Faculty and Student Hires)

Dept. Name _____ Dept. Ext. _____ Supervisor: _____

Important Instructions and Reminders:

1. **Temporary appointment may not exceed twelve (12) months.**
2. New hires must report to HR **on or before their first day of employment** with documents to verify employment eligibility. I-9, E-Verify and a criminal background check must be completed successfully to be eligible for employment.
3. Human Resources must be notified immediately if this appointment is cancelled prior to the established end date.
4. There is a lag time for payments of services for non-exempt temporary employees. Refer to payroll schedule and dates on time reports to determine pay dates. Actual time in/out must be recorded for hourly employees to receive compensation.
5. Attach a position description, to include duties, supervisory role, budget accountability, and type of decision making (if any).

***Under the Affordable Care Act, certain temporary employees who average 30 hours or more per week will be eligible for health care coverage beginning in January 2015. In order to accurately determine eligibility it is extremely important that you accurately predict the number of hours the temporary employee is likely to work per week. Do not overestimate hours. In addition, it is extremely important that you notify HR immediately if there is a significant change in the employment status of a temporary employee (e.g. significant increase or decrease in hours or cancellation of appointment by resignation or termination).**

CWID #:

| | | | |
|-----------------------------------|----------------------------|---|--|
| Name: | | Position/Title: | |
| Mailing Address: | | Charge To (Budget #): | |
| City/State: | | Job Location: | |
| Home Telephone: E-Mail Address | | Work Telephone: | |
| Hourly Rates: | Hours/Week (*See above) | **Seasonal Employee Yes No | Requested Dates of Employment: FROM: _____ TO: _____ HR Authorized Start Date: _____ |

****A seasonal employee is an employee who is hired for a period of less than 6 months where the work performed is the kind typically performed at certain seasons or periods of the year.**

Does this appointment constitute Dual Employment by the State of South Carolina? NO ___ YES ___
 IF yes, specify the **state agency** (K-12 schools, city or county gov't do not apply) _____

Has this employee previously been employed by the College of Charleston, or any city, county, or state government agency in South Carolina? NO ___ YES ___ If yes, where: _____

Date Department Head

Date Vice President/Dean

Date EVP or Provost

Date Budget

Date President

Date Vice President Human Resources