

	Human Resource Services
	<b>Temporary Employment Action Form</b>

**Please read these instructions before completing the form.**

## **Instructions**

A temporary employee is hired to perform a service that is not needed on a continuing basis and is **limited** to 139 days per fiscal year. The department budget may further limit these days.

A temporary employee can work 8 hours per day, 40 hours per week. If a temporary employee works 1 hour per day, it counts as one day towards the 139-day limit per fiscal year. Temporary employees are not exempt from overtime provisions and are entitled to compensatory time or overtime pay for overtime hours worked.

The Department is responsible for submitting a new action form for each employee each fiscal year if the temporary employee is being retained.

Temporary employees are not authorized to begin work prior to Board approval unless the Department's Vice President approves the early start date.

**Please note that employees may not begin work before this form is completed, approved, and all other required employment documentation is submitted to Human Resource Services. The Employee Data portion of the form must be completed.**

**The Division Dean/Director is responsible for checking the budget to confirm adequate funds are available to support the request.**

**SECTION 1:** Use the dates the employee is expected to work. Actual start date will be when all the hiring requirements are completed. Employment Action Forms will be returned to the Department if the account or any other information is incorrect or missing.

**SECTION 2:** Complete this section as necessary for changes in employment status.

**SECTION 3:** Provide final date of employment. Accurate information is necessary to process final payment and to report data for unemployment claims and retirement fund reimbursements.

**APPROVAL:** After this form is completed, approved and received in Human Resource Services, new employees, student employees converting to temporary status, and former employees **must come to Human Resource Services** to complete employment papers. To comply with the Immigration Reform and Control Act of 1986, all employees must provide identification and written documentation of eligibility to work in the United States.



Palomar Community College District

**Temporary  
Employment Action Form**

For HR Use Only:	
Hiring Status	_____
Empl ID #	_____
Empl Rec #	_____
Benefit Rec #	_____
Position #	_____

**Employees MAY NOT BEGIN WORK before this form is completed, approved, and all required employment documentation is completed and submitted to Human Resource Services.**

Temporary Employee's Name \_\_\_\_\_ Date \_\_\_\_\_  
 SSN \_\_\_\_\_ ID # \_\_\_\_\_ Position Title Temporary Employee  
 Brief description of duties \_\_\_\_\_

Department \_\_\_\_\_ Supervisor \_\_\_\_\_ Ext. \_\_\_\_\_  
 New Employee  Current Employee  Convert Student to Temporary Status  Rehire to the District

**1. APPOINTMENT:** Complete this portion for new temporaries or returning employees.

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Anticipated number of days \_\_\_\_\_ (not to exceed 139 days)  
 Hourly Rate:  \$9.00  \$11.00  \$13.00 or Temporary Professional Hourly Rate: \$ \_\_\_\_\_  
 Hours per week \_\_\_\_\_ Estimated Cost \$ \_\_\_\_\_

CODE	ACCOUNT	DEPARTMENT	PROGRAM	PROJECT/GRANT	%

**2. CHANGE:** Complete this portion for any combination code change.

Add Account  Delete Account Effective date: \_\_\_\_-25-\_\_\_\_

CODE	ACCOUNT	DEPARTMENT	PROGRAM	PROJECT/GRANT	%

Comments: \_\_\_\_\_

**3. TERMINATION:**

Last Day of Work \_\_\_\_\_ Recommended Rehire:  Yes  No

The Division Dean/Director is responsible for checking the budget for adequate funds before forwarding this form to Human Resource Services.

I understand I must not allow a Temporary to begin working until: 1) this form is completed, 2) the Live Scan requirement has been completed, and 3) the entire Employment Packet (including the I-9 documentation) has been completed and submitted directly to the Human Resources Department by the Temporary Employee.

Approved by Department \_\_\_\_\_ Date \_\_\_\_\_

Approved by Division Dean/Director \_\_\_\_\_ Date \_\_\_\_\_

**Required for all new hires to District:**

Approved by Vice President \_\_\_\_\_ Date \_\_\_\_\_

**Required for Temporary to begin prior to Board Approval:**

Approved by Vice President \_\_\_\_\_ Date \_\_\_\_\_

For HR Use Only:
Board List: _____