

Employee's Name _____

Social Security Number _____

Employee I.D. Number _____

- Employee Eligibility Verification (I-9):
_____ Complete _____ Incomplete:

Document needed: _____

- Any changes in Visa status or expiration date?
(Notify Human Resources immediately)
- Personnel Action Notice (PIR)
- Emergency Contact Address/Phone
- Tax Forms: K-4 ___ W-4 ___ K-4E ___ W-4E ___ IND ___
- Direct Deposit Form

Employee Signature Date

Payroll Representative Date

University of Louisville

Temporary Appointment Agreement

(Required for all non-student employees)

Date _____

I understand that my appointment to the University of Louisville is as a temporary employee. Should the position to which I am appointed change and become a regular position I may be a candidate for the position through the regular application process. I understand that the candidate search for a regular position will be competitive and that my temporary experience does not guarantee an automatic placement.

I ALSO UNDERSTAND THAT AS A TEMPORARY EMPLOYEE, I AM NOT ELIGIBLE FOR BENEFITS SUCH AS SICK LEAVE, HOLIDAY PAY, VACATION, GROUP INSURANCE, ETC.

EMPLOYEE NAME _____
(Please Type or Print)

Employment
Beginning Date: _____

Employment
Ending Date: _____

Employee
Signature: _____

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Regular career opportunities at the University of Louisville are available to interested applicants and the University welcomes your participation. Interested individuals should complete an online employment application (<http://www.louisville.edu/admin/humanr/>). Access to the online application is provided at the Human Resources Department, University of Louisville, 1980 Arthur Street, Louisville, KY 40208