

# Information for the Temporary Employee

Department to complete with all information available

<b>Name:</b>	
<b>Banner Id:</b>	
<b>Pirate id:</b>	
<b>Start Date:</b>	
<b>End Date:</b> <i>(This assignment may end prior to or be extended beyond the original end date)</i>	
<b>FTE:</b>	
<b>Hourly Rate:</b>	
<b>Job Title:</b>	
<b>Supervisor's Name:</b>	
<b>Supervisor's Phone Number:</b>	
<b>Location of work:</b>	
<b>Orientation Date(s) and Location:</b>	
<b>Dress Code:</b>	
<b>Parking:</b>	
<b>Hiring Consultant Contact Information</b>	
<b>Special Instructions:</b>	<p><b>Reminder: Temporary appointments may not extend beyond 11 months without a 31 calendar days break in service.</b></p> <p><b>Keep this Information sheet as <u>proof of employment</u> to obtain your One Card from the One Card office</b></p>