PASSAIC COUNTY COMMUNITY COLLEGE
PART-TIME TEMPORARY EMPLOYEE REQUISITION FORM

Part-time temporary employees may be hired on a temporary basis to perform work for a limited duration of time. Appointees must meet all minimum requirements as outlined in the Wage Guide: https://pccc.edu/hr/. All part-time vacancies must be posted on the PCCC website for a period of 10 days, and all applicants are required to apply on-line. All qualified prospective new hires must be considered. **An offer of employment shall not be considered final until an e-mail is sent by Human Resources (HR) to the appointing supervisor establishing a start date.** The maximum number of hours a part-time employee is authorized to work in a position, or in combination with any other position, including adjunct faculty, is 29 hours per week. Employees may be terminated at any time and for any reason prior to the end of the authorization period and understand that they have no right to continuing or future employment.

STEPS: 1) **Part I** is completed by the Hiring Manager, and approved by the Division VP/Designee and Budget
2) Budget returns approved requisition to Hiring Manager
3) Hiring Manager completes **Part II** and sends it to HR at **HR@pccc.edu**
4) HR sends ADP Link to Candidate
5) Candidate completes required documents on-line and presents I-9 documents to HR only
6) HR notifies Hiring Manager of approval.

PART I - This requisition is for the period (check one): ☐ January 1 – June 30 ☐ July 1 – December 31

Position Title: _____ (See Wage Guide) Provide description of primary responsibilities:

_____

_____

_____

_____

_____

Department Name: _____ Budget #: _____

Anticipated Start Date: _____ End Date: _____ Hourly Pay Rate: $_____ # Hours per week:_____

Total Expenditure for Appointment Period = # of Hours worked per week: _____ X Hourly rate of pay: _____

X # of weeks in Appointment Period: _____ = Total Expenditure: $ _____

Requested by: SUPERVISOR: _____ _____ _____
PRINT SIGN DATE

Approved by:

DIVISION VICE PRESIDENT/DESIGNEE: _____ Date: _____

BUDGET/GRANTS ACCT MANAGER: _____ Date: _____

PART II – Once the requisition is approved and the recruitment process is complete, the supervisor is to complete and return this form to HR at **HR@pccc.edu** with the LEGAL NAME and E-MAIL address of the selected candidate.

Candidate's Legal Last Name: _____ Candidate's Legal First Name: _____ _____
PRINT PRINT M.I.

Candidate's E-Mail Address: _____
PRINT

APPROVED: BY HUMAN RESOURCES: _____ Date:_____