WSU Extension Nonpermanent Employment Form
Please allow <u>at least</u> 2 weeks processing prior to start date. Employees are not allowed to work until the hire process is <u>complete</u>. An EBOT Coordinator will let you know when the hire is complete.

Name of Supervisor/Manager	

Employee Details

Legal First Name		Legal Last Name	
Other Last Names Used (if any)		Driver's License in Which State?	
Date of Birth		Gender	
Current/Former Employee?		WSU ID# (if any)	
Country of Citizenship		Immigration Status	
Personal Phone		Personal E-Mail	
Home Address		City, State, Zip	

If the employee does not have a WSU ID#, they will be contacted by a Personnel Coordinator at the email listed above with instructions for submitting their SSN.

Position Details

The nonpermanent job catalog closely mirrors the Civil Service Job Catalog. Please follow this link to determine the appropriate Job Profile Classified Job Listing.

Job Profile: (If unsure please complete the form and EBOT will assist with determining)	
Job Duties (This should be a very detailed description of the duties of the job)	
Preference NPS or NPNS	Non-Perm Employee FAQs Non-Perm Employee Types Compared to Classified Staff

Appointment Details: (Note: If requesting Salary Step Above A include a Resume and Justification w/ request)

Work Address		City, State, Zip	
Work Phone		Work E-Mail	
Appt Start Date		Appt End Date	
Hours Per Week		Salary Step (if known)	
Position Funding		Hiring Unit (ANR, CED, 4-H, etc.)	

Background Check

Will this position likely involve direct, ongoing contact with students in a supervisory role or position of authority?	SMS
Will the employee being hired to this position be required to drive on behalf of WSU? This includes things like running occasional errands in a personal vehicle, operating machinery, and operating WSU owned vehicles.	MVR
Will the employee being hired for this position be in contact with members of the public as part of their job duties?	WATCH
Will the employee being hired for this position be in contact with children or vulnerable adults, have access to financial information, or have unsupervised access to WSU facilities as part of their job duties?	Premium
Funding to charge for BGC (PG/GF/GR)	

Employee Benefit Eligibility Information

480 hours over a consecutive six-month period: If a Non-Permanent employee (NPE) works an average of 80 hours per month, over a consecutive six-month period, working at least eight hours in each of those six months, they will become benefit eligible the first of the following month. 70 hours in five out of 12 months: If a NPE works 70 or more hours in any five out of 12 months, they will become eligible for retirement participation. 350 hours over a consecutive 12-month period: If a NPE within a bargaining unit works more than 350 hours in any 12 consecutive months, they will become covered by the bargaining unit. https://hrs.wsu.edu/employees/benefits/temporary-seasonal-employee-benefits/tips-for-temps/
If the conditions of the position appear to meet benefit criteria, benefits eligibility may begin on the first day of work.

Seasonal – PEBB Eligibility Indicate Yes or No for the following statement: Is the employee appointed to this job is expected to meet the seasonal benefit eligibility criteria of 1) working a recurring seasonal period of 3 months or more, 2) averaging 80 hours a month over the seasonal period and working at least 8 hours in a month, and 3) performing similar work each season.	
Anticipated hours and length of services – DRS Eligibility Indicate Yes or No for the following statement: Is it expected this job will work 70 hours or more per month for at least 5 months in a 12-month period.	
Anticipated hours and length of services – PEBB Indicate Yes or No for the following statement: Is it anticipated this job will work at least 8 hours a month for more than a consecutive 6-month period?	

Employee E-mail and Workday Access

A WSU e-mail and Workday login credentials are needed on the first day of work to complete Section One of the I-9 in Workday. If there are any issues with login, please contact the WSU IT Helpdesk M-F, 8-5 at 509 335 4357 or crimsonservicedesk@wsu.edu

Name of individual who will verify documents in Workday for I-9	

HR Partner Routing

ANR	whitney.dixon@wsu.edu	509.335.1873
CED	kim.buckhalter@wsu.edu (Temporary)	509.445.4644
Y&F	ely@wsu.edu	509.335.9721
4-H	robin.scarlett@wsu.edu	509.358.7783
DGSS	kim.buckhalter@wsu.edu	253.445.4644