

# REQUEST FOR TEMPORARY SERVICES

## INSTRUCTIONS

**HIRING OFFICE:** Please inform all applicants that before they enter on duty they should be fully cleared through the H.R.S./S.E. Office. This clearance includes:

- Certification required by Federal Law (I-9)
- W-4 Form (tax withholding form)
- Current Bishop's Endorsement
- Current Resume
- All hires should be over 18 years of age. In rare circumstances, with a special State of Hawaii work permit and the approval of the H.R.S. Office, exceptions can be made.

**Distribution:** White ..... H.R.S./S.E. Office  
 Canary ..... Vice President  
 Pink ..... School/Division  
 Goldenrod ..... Instructor/Employee

DATE \_\_\_\_\_

| NAME        | TYPE OF SERVICE | SS#/BYU I.D.NO | COURSE/ ASSIGNMENT | CREDITS<br>(if applicable) | AUTHORIZED HOURS | RATE | TOTAL |
|-------------|-----------------|----------------|--------------------|----------------------------|------------------|------|-------|
| Sample Only |                 |                |                    |                            |                  |      |       |

**COMMENTS:**

I am fully familiar with and agree to abide by the BYU-H Code of Honor. \_\_\_\_\_  
Signature of Applicant

|  |   |
|--|---|
| School/Division/Department: _____                          | Dates of Employment From: _____ To: _____ |
| Program: _____   | Account Number: _____                     |
| _____<br>Dean/Associate Dean/Director/Supervisor Signature | _____<br>Vice President Signature         |

**H.R.S. Disposition:**  P.A.     Check Requisition    Date Received \_\_\_\_\_  
 (Tax I.D. # \_\_\_\_\_ )