

**Williams College
Office of Human Resources
Temporary Employee Authorization Form**

Employee Name: _____
Last
First
MI

Position: _____ Department: _____

PS Account #: _____ • _____ • _____
PS Account (6)
PS Fund (3)
PS Department ID #(7)

or: _____ • _____ • _____
PS Account (6)
PS Fund (3)
PS Project #(6)

PS Account Description: _____

First day of work: ____/____/____ Last day of work: ____/____/____

Pay: \$ _____ per hour or \$ _____ per week Hours per week: _____

Additional Information: _____

 Signature of Department Chair/Head/Supervisor Date

 Human Resources Authorization Date

For HR Use Only		
Action	Reason	Empl ID:
1	1	Pos #:
2	2	
Comment		Entered by: Date:

Please return this completed form to the Office of Human Resources, B&L Building

Prior to or within the first three days of employment, newly hired employees must come to the Human Resources office to sign up on payroll. They should bring appropriate documentation to meet the federal I-9 requirements establishing identity and employment eligibility. See other side of this form for the list of acceptable documents.