**HIRING OR REHIRING A PART-TIME TEMPORARY EMPLOYEE**

(Complete one form for each individual to be hired or rehired)

Once the Form has been received in Human Resources, Diana Ormandy will contact the new (or returning) employee to schedule an appointment to complete the required paperwork.

The individual must pass the background check, not have a familial or other close relationship that would bar employment, and complete all required paperwork. The supervisor will be notified once it is determined that the employee is eligible to start work. Human Resources will prepare and send a Personnel Action Form (PAF) to the supervisor for the cost center manager’s and/or supervisor’s signature. The PAF is to be signed and returned to Diana Ormandy (FOC 32) as soon as possible.

To ensure that new employees are paid in a timely manner, please have all the paperwork (yours and theirs) completed before allowing these employees to start work. If you have questions about the hiring process, please contact Diana Ormandy (22341) in Human Resources.

New Employee  Former Employee to be Rehired

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Employee | | | |  | | | | | | | | | | | |
| MCC ID# (if known) | | | |  | | | | | | |  | Start Date | |  | |
| Job Title | |  | | | | | | | | |  | End Date | |  | |
|  | | | |  | | | | | | |  |  | |  | |
| Primary Cost Center  (e.g., 01-1-52304) | | |  | | **-** |  | **-** |  | Hourly Rate |  | | | Location | |  |
| Secondary Cost Center | | |  | | **-** |  | **-** |  | Hourly Rate |  | | | Location | |  |
| Comments |  | | | | | | | | | | | | | | |

Does the applicant have a familial or other close relationship with any current MCC employee? (See PM VI-11 Employment of Individuals with Familial or Other Close Relationships)  Yes  No If yes, please contact Human Resources (2341) for further instructions.

If the applicant is a current or former MCC employee, contact the Associate Vice President of Human Resources (2236) to ensure there are no barriers to employment.

Supervisor’s Signature Date\_\_\_\_\_