



Brigham Young University  
 Department of Chemistry and Biochemistry  
 Recommendation for Action Hiring Form  
 U.S. Citizen

### Section 1. Employee Information

*Instructions for Employee: Please fill out all information. Please select your Enrollment Status. Please review the Nepotism, BYU Employment, Church Employment Policies, along with I-9 Verification, ACA (Hour Limit) and Department Policies. Once this portion is complete, your supervisor will need to fill out the remainder of this form. Bring completed form to The Chemistry Business Office, 214 Nicholes Building. You may not work until you receive an authorization from The Chemistry Business Office.*

Name \_\_\_\_\_ BYU ID# \_\_\_\_\_  
Last Name First Name Middle Initial

#### Enrollment (check one)

All employees must be current BYU students, and must be registered for classes in order to be eligible to work.

If not registered for Spring/Summer please indicate enrollment status for following Fall semester.

- |                                    |                    |                      |
|------------------------------------|--------------------|----------------------|
|                                    | <b>Fall/Winter</b> | <b>Spring/Summer</b> |
| <input type="checkbox"/> Full Time | 12-18 credits      | 6-9 credits          |
| <input type="checkbox"/> 3/4 Time  | 9-11.5 credits     | 4.5-5.5 credits      |
| <input type="checkbox"/> Part Time | .5-8.5 credits*    | .5-4 credits         |

**\*Employment eligibility**

**Fall/Winter eligibility:** 6+ credit hours

**Spring/Summer eligibility:** day continuing students must be registered for 6+ credits for the following fall.

**Graduating students** must be registered for at least 3 credits over the two terms, or accepted and enrolled into a BYU graduate program beginning Fall term.

#### Employment (check all that apply)

- Nepotism Policy:** I am not related to anyone who will supervise my work.
- BYU Employment:** I have worked on BYU Campus within the past year.
- Church Employment Policy:** I have not worked for any other church affiliated employer (Bishop's Storehouse, Deseret Book, DI, etc.) If yes, please check box if you have been terminated from this position.

#### BYU Employment Policy

**I-9 Verification:** "Federal immigration regulations require each employee hired in the United States to prove their identity and eligibility to work by completing a Form I-9 at the time of hire. The Form I-9 must be completed on or before the employee's first day of work." *Effective August 1, 2009 a \$100.00 will be assessed for each late I-9.*  
<http://www.byu.edu/hr/employees/procedures/hiring-employment-procedures/i-9-procedures>

**Affordable Care Act (ACA):** During Fall/Winter semester, employees may work 20 hours per work week, Saturday (12:01 AM) through Friday (12:00 Midnight.) During Spring/Summer semester, employees may be eligible to work over 20 hours, if the average hours are below 20.

**Chemistry Department Policy:** No student employee may begin working until an authorization email is received, by the employee, from the Chemistry Business Office.

### Section 2. Supervisor Information

*Instructions for Supervisor: Please fill out the information below. Please note that neither the employee nor the Chemistry Business Office may select a pay rate for your employee. Please select pay rate, or assign pay raise, based on class work or experience (cannot be combined.) \*Pay rates must be initiated by the supervisor. Once form is complete please return via email or to our office. Potential employee must visit the Chemistry Business Office once this form is complete, to begin the hiring process. Do not let your employee work until an authorization has been received.*

#### Hiring Information

<input type="checkbox"/> New Hire (Must use current or future date.) <input type="checkbox"/> Job Edit (May back date to start of current pay period.)		<h3>Job Title</h3>
Effective Date	Pay Rate**	<i>Please check one. If not listed, please check "other" and specify appropriate job title below</i> <input type="checkbox"/> Research Assistant <input type="checkbox"/> Web Developer <input type="checkbox"/> Teaching Assistant <input type="checkbox"/> Computing Specialist <input type="checkbox"/> Stockroom Clerk <input type="checkbox"/> Office Specialist <input type="checkbox"/> Lab Assistant <input type="checkbox"/> Other
Account Information <input type="checkbox"/> **Check if Account is a Federal Grant (starts with R01)		
Operating Unit	Account	Subclass
Supervisor Signature	Current Date	
If checked "other" please specify job title below		

#### Business Office Use Only

- |                                    |   |  |
|------------------------------------|---|--|
| <input type="checkbox"/> I9 Ok     | <input type="checkbox"/> Approved by Student Employment   | <input type="checkbox"/> Authorization Email Sent        |
| <input type="checkbox"/> I9 Not Ok | <input type="checkbox"/> Authorized by Student Employment | <input type="checkbox"/> Payroll/ACA/Timecard Email Sent |

\*\*Federal Guidelines require a minimum wage of \$10.10/hr for all Employees working on a Federal Grant  
 The Chemistry Business Office | 214 Nichols Building | 801-422-2676 | cbo@chem.byu.edu