

Luther College Offer Worksheet
Temporary Employees
(not to be used for summer student employment)

_____ Temporary (bi-weekly – hourly) _____ Temporary (biweekly – salaried)

1. Name and address of employee: _____

Personal Phone: _____

2. Position Title/Department _____

3. Supervisor will be _____

4. Period expected to be on campus _____
 Beg. Date End Date # Weeks

5. Rate of pay (contact HR for calculation): \$ _____ per hour / week (circle one)

6. Account # _____

Account Name _____

7. Will this employee be staying in Luther Athletics Housing? ☐ Yes ☐ No

If yes, you must fill out the Luther Athletics Department Housing Google form.

Supervisor _____ date _____

Cabinet Representative _____ date _____

By signing below, employee verifies the information above and agrees to provide the Office of Human Resources with the paperwork required to process payroll information. This includes 1) Employment Eligibility Verification I-9 form & 2) Federal & State W4s.

Signature of Employee Date

RETURN THIS COMPLETED FORM TO THE OFFICE OF HUMAN RESOURCES AT
LEAST ONE WEEK PRIOR TO EMPLOYEE START DATE