

Fee Based Elementary—



RICHARDSON INDEPENDENT SCHOOL DISTRICT

ASSIGNMENT FORM FOR HIRING TEMPORARY EMPLOYEES

Organization: _____ Location: _____

Name of Employee: _____ Social Security #: _____

Prior to beginning employment, this person must have:

- **A completed application for employment**
- **A completed criminal background check**
- **Complete fingerprint results (as required by State Senate Bill 9)**
- **Attended an Orientation Session for temporary employees**

Is this person retired with Teacher Retirement System of Texas? **Yes** If **No**

If yes, what was the effective date of the retirement? _____

There are specific TRS rules as to eligibility for employment after retirement. The employee must be clear with TRS as to the limitations on their employment after retirement and the possibility of forfeiting monthly TRS annuity payments.

Effective date of Retirement:

- If prior to August 31, 2005 – no restriction on the amount of time retiree can work
- If September 1, 2005 or later – can only work 50% or less of the regular work day. For an 8 hour a day job – must work no more than 4 hours per day. For a 6 hour a day job – must work no more than 3 hours a day.

Directions: Complete the following required information for a person that you are hiring as a Temporary Employee.

EMPLOYMENT INFORMATION

Position Title: _____ Hourly Rate of Pay: \$ _____

Is this a job that is normally filled by an allocated employee? **Yes** **No**

If yes, then list the name of the person they are replacing: _____

Start Date of Assignment: _____ *Anticipated End of _____

Assignment: Budget Code to use for payment:

199	11	61250	850	11	0000	850	000
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Method of Payment: **Kronos** **Extra Time Sheet**

Printed Name of Supervisor: Lysa Rouse

Signature of Supervisor:

Date: _____

*** Supervisor should notify Human Resources when the temporary employee has completed the assignment so that the resignation can be processed.**

Date Received in Human Resources Dept: _____