**Hiring Temporary Employees**

All information and documents are sent by e-mail to Peggy

p-lundstrom@tamu.edu

Name

Desired hire date

Length of employment

Account to pay wages from

Amount per hour

Wage application

Background Check form (AG-473)

Be sure employee name and e-mail are clear

I can complete the rest of the form for you

Clear scan of Social Security Card and Driver’s license

The last step in Workday is the I-9

Done in person with your office HR person