

**MONTHLY HIRING AUTHORIZATION
(GRANT FUNDED)**

MP07

PLEASE COMPLETE ALL PARTS AND FIELDS / INCOMPLETE FORMS WILL BE RETURNED

PART I – To be filled out by the Principal Investigator (PI); justification & brief description of duties to be performed and required qualifications must be attached; STIPENDS require written explanation attached (Stipends defined as payment for living expenses). Employees may not begin working until they have received a copy of this monthly hiring authorization with full approvals in Section IV below.

Job Assignment/Title: _____

Department: _____ Dept. # _____

Grant: _____ Grant #: _____ Acct: 60254

Period of employment: FROM: ____/____/____ TO: ____/____/____ (period may not be more than 12 months)

Check One:

1. Hourly (time and effort); (All other "Employment Categories" Apply - See Internal Monthly Payroll Handbook for additional information)

Hourly Rate: \$ _____ Estimated weekly hours: _____ (Time record card required)

2. Stipends (living allowance); may not exceed 12 installments;

Total Stipend: \$ _____ #Installments: _____

REQUIRED: Employee needs (check all that apply): Parking Pass/RIC ID Email None ID/Email already exists

IMPORTANT: PI is responsible for approving timesheets. PI is responsible for notifying Payroll and Human Resources immediately upon any change in the employee's status or for unsatisfactory behavior or performance of job duties. **Monthly checks are issued on or about the 25th of ea. month.**

Print PI Name: _____ PI Signature: _____

Timesheet Approver Name (cannot be same as employee): _____ Approver Signature: _____

PART II– To be filled out by employee

Existing PeopleSoft ID: _____

Name: _____

Street: _____ City, State, Zip: _____

Phone: _____ Cell Phone: _____

YES, I am, NO I am not, currently employed at RIC.

If you selected YES, check below all that apply.

If, you selected NO, Please complete form and VISIT Human Resources to complete required hiring documentation.

- Full-Time Faculty; FLH's _____**
- Adjunct; Level I Level II Level III**
- Full-Time Staff; #hours currently scheduled per week _____**
- Monthly Payroll part-time employment; # hours per working week _____**
- Other _____**

I understand that all new or rehired monthly payroll (MP) employees covered by the OPC Policy on Covid-19 Vaccinations must show proof of full vaccination (both doses or J&J) before any new MP employment begins, unless an application for a medical or religious exemption has been submitted and approved. I understand that as an internal monthly payroll employee my assignment may be terminated prior to the end of the authorized period for any reason including but not limited to College priorities, fiscal constraints, job performance, or unacceptable behavior. I understand that I have a continued duty to disclose any information that may impact my employment or my employer. If I work for multiple departments, I understand that total weekly or monthly hours may not exceed the total hours stated in Part I for type of payment selected without HR prior approval. I understand that monthly checks are issued on or about the 25th of ea. month. I further agree and accept all the terms of employment specified in Part I above and any applicable policies governing my employment.

Employee Signature _____ **Date:** _____

PART III–To be completed by HR: FLSA status: Exempt Non-Exempt

PART IV – Please sign and forward completed form to next Approver:

Department Chair/Director: _____ Date: _____

Dean/AVP: _____ Date: _____

Human Resources: _____ Date: _____

Director of Grant Accounting: _____ Date: _____

President or Divisional Vice President: _____ Date: _____

Distribution: Accounting (Original), Human Resources, Budget Office, Initiating Department, Employee

Entered by: _____ / Audited by: _____

Monthly Hiring Authorization Grant Funded Instructions

The Monthly Hiring Authorization Grant Funded Form MP07 is to be used to authorize reimbursement to be paid by a grant for new employees *or* for active employees on the biweekly State payroll who will be working either in the same department or another department that is in addition to their regularly scheduled work day (or load hours). However, active full-time employees on the biweekly State payroll performing duties that are within the scope of their normal job duties may not be paid separately for such work. Employees may be hired on an hourly basis or stipend per job or assignment. Stipends are defined as payments for living expenses and may not to exceed 12 installments per assignment.

Additional Assignments for active RIC employees on the biweekly State payroll only may be renewed without limit as long as any applicable over-time laws are not violated. All payments regardless of terms of employment will be monthly.

Authorizing Principal Investigators (PI) will have direct responsibility for monitoring the employee's behavior and performance of the authorized work assignment and immediately report any change in employment status, unacceptable behavior, or failure to adequately perform job tasks to Human Resources. Changes in employment status should also be reported to the Payroll Office in order to prevent overpayments or erroneous payments.

IMPORTANT NOTE: ANY terminations of employment MUST be discussed with HR and approved prior to any action taken.

Procedure:

Part I: The hiring PI is required to complete all information in Part I and sign and date the form. All rates of pay and anticipated hours of work must be noted. RIC employees to be paid hourly will be required to complete and submit a record of hours/days worked each week. Stipends may not exceed 12 installments and do not require time reporting, however, stipends are limited to payments for living expenses.

In addition, the hiring PI must attach the following:

1. Justification for hiring.
2. Brief description of the job duties to be performed and required job qualifications.
3. Stipends explanation (if applicable) (Stipends are defined as payment for living expenses)

Send completed forms to the Office of Human Resources.

(Employment Periods may not be extended without prior approval by Grant Accounting Office).

IMPORTANT NOTE: If the PI is also the payee, someone other than the PI **must** be responsible for approving timesheets.

Part II: The RIC employee or new hire is required to complete all information in Part II and sign and date the form and return to hiring PI. **The employee must immediately take steps to comply with the COVID-19 vaccination policy**

Part III: The Human Resources Department will verify FLSA status, if applicable.

Part IV: All applicable approvers must sign and date before the employee begins the assignment.

Two copies of the approved form will be returned to the originating department (1 copy for the department and 1 copy for the employee).

Any questions regarding completion of the form or FLSA status should be addressed to the Office of Human Resources.