



UNIVERSITY SYSTEM OF GEORGIA

Human Resources

University System Office Temporary Employment Statement of Acknowledgement

I am applying for a temporary position with the University System Office. I fully understand the following conditions of employment as outlined:

1. I am not eligible for benefits.
2. I am required to participate in the Georgia Defined Contribution Plan (GDGP), the state retirement plan for part time employees. The required participation is 6% of my gross salary.
 I am a full/part-time student and am not eligible to participate
 I am a rehired retiree and am not eligible to participate
 I understand that as a temporary or part-time hire I am required to participate.
3. I am eligible to participate in the Deferred Compensation Plan (457b) and/or the Tax Sheltered Annuity Plan (403b).
 I am interested in additional information for the Deferred Compensation Plan
 I am interested in additional information for the Tax Sheltered Annuity Plan
 I am not interested at this time
4. I will not accrue Annual or Sick Leave.
5. I have been approved for temporary employment in which I may not exceed a total of 1,300 hours worked in a 12-consecutive month period. The 1,300 hours can be accumulated in any combination during the 12-month period. Once I have worked 1,300 hours or have been employed for 12 consecutive months, whichever comes first, I must have a break in service of 26 consecutive weeks.
6. As a temporary employee I may not work more than the total number of weekly hours approved for my temporary position by the Human Resources Department at the time of my hire. I will only be scheduled for hours required to meet the needs of the department to which I am assigned. I will not necessarily be guaranteed a specific schedule or a specific number of hours. The department may decide not to schedule me for any hours.
7. To obtain regular employment with the University System Office, I understand that I must apply for regular positions posted on the USO employment web page and must be selected for that position through the regular recruitment process.

I accept this position with the full understanding and acknowledgement of the conditions outlined.

Employee Signature

HR Representative Signature

Date

Date