

**NORTHERN MICHIGAN UNIVERSITY
TEMPORARY LABOR APPOINTMENT FORM**

EMPLOYEE:

Name: _____
 Last First MI _____ IN #, if known

_____ Street Address _____ Telephone Number

_____ City State Zip Code _____ Home Email

POSITION DESCRIPTION:

_____ Position Title _____ Pay Grade

Brief Description of Duties:

POSITION TYPE:

NEED FOR POSITION:

- AFSCME
- AP
- TOP
- NMUFA
- Non-Represented

- Full-time
- Part-Time

- New Position (augmenting regular work force or specific short-term project)
- Substitute (relieving employee(s) on leave – include employee last name)

_____ Number of Hours

First day of employment _____ month/day/year Last day of employment _____ month/day/year

College or Division _____

Department _____

Account Number _____ Position Number _____

Hourly Rate of Pay: _____
(Governed by Union Agreement or University Policy)

APPROVALS:

_____	_____
Requested By	Date
_____	_____
Department Head	Date
_____	_____
Associate Director of Human Resources	Date

INSTRUCTIONS: Complete this form and forward it to the Human Resources Department, 105 Cohodas Hall for approval. Contact Human Resources at 227-1493 with any questions. **All temporary labor employees who have not worked on campus previously will need to contact Human Resources at 227-2114 to provide their social security number and date of birth. Please advise temporary employees that they are responsible for purchasing a parking pass through NMU Police Department, located at 100 Services Building, 227-1476.**