NORTHERN MICHIGAN UNIVERSITY TEMPORARY LABOR APPOINTMENT FORM

EMPLOYEE:					
Name:Last		First			 IN #, if known
Street Address					Telephone Number
City		State	Zip Code		Home Email
POSITION DESCRIPT	ION:				
	Position T	itle			Pay Grade
Brief Description of Dut	ies:				
POSITION TYPE:	NEED FOR PO				ON:
AFSCME		Full-time		New Position (augmenting regular	
AP		Part-Time	е	work	force or specific short-term project
TOP					
NMUFA	NMUFA _		Number of Hours		ostitute (relieving employee(s) on e – include employee last name)
Non-Represen	ted				
First day of employment		Last day of employment			
-	month/day/year			mon	th/day/year
College or Division					
Department					
Account Number			F	osition Nu	mber
Hourly Rate of Pay:	(Governed by Union A	greement or Univer	sity Policy)		
APPROVALS:					
	Requested By				Date
	D	epartment Head	d		Date
	Associate Director	r of Human Res	ources		 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.