

**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:

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

NEED FOR POSITION:

- Full-time
- Part-Time

- New Position (augmenting regular work force or specific short-term project)

_____ Number of Hours

- Substitute (relieving employee(s) on leave – include employee last name)

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.**