NORTHERN MICHIGAN UNIVERSITY TEMPORARY LABOR APPOINTMENT FORM

EMPLOYEE:						
Name:		<u></u>				
Last		First	MI	IN #	, if known	
Street Address				Telephone Number		
City		State	Zip Code	_		
POSITION DESCRIPTION	ON:					
	Position Title			P	ay Grade	
Brief Description of Dutie	∋ s:					
POSITION TYPE:	NEED FOR POS			SITION:		
AFSCME		Full-time			New Position (augmenting regular	
AP		Part-Time		work force or specific short-term project		
TOP						
NMUFA	Number of Hours			Substitute (relieving employee(s) on leave – include employee last name)		
Non-Represente	; d					
First day of employment	Last day o	Last day of employment				
	month/day/year			month/day/year		
College or Division						
Department						
Account Number			_ Position	n Number		
Hourly Rate of Pay:	(Governed by Union Agreen	nent or University Policy)	_			
APPROVALS:	(Governou by Chilon righteen	ionicol Griffoldity i Giloyy				
ALINOTALO:	Reque	ested By			Date	
	Depar	tment Head		_	Date	
	Associate Director of F	luman 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. **Please advise temporary employees** that they are responsible for purchasing a parking pass through NMU Police Department, located at 100 Services Building, 227-1476.