NORTHERN MICHIGAN UNIVERSITY
TEMPORARY LABOR APPOINTMENT FORM

EMPLOYEE:

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

_____ _____
Street Address Telephone Number

_____
City State Zip Code

POSITION DESCRIPTION:

_____ _____
Position Title Pay Grade

Brief Description of Duties:

POSITION TYPE:

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

- ☐ Full-time
- ☐ Part-Time

_____ Number of Hours

NEED FOR POSITION:

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

First day of employment _____ Last day of employment _____
month/day/year 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, 158 Services Building 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 Public Safety and Police Services, located at 100 Services Building, 227-1476.**