

**NORTHERN MICHIGAN UNIVERSITY
TEMPORARY LABOR APPOINTMENT FORM**

EMPLOYEE:

Name: _____
Last
First
M.I
IN #, if Known

Street
Telephone Number

City
State
Zip Code

POSITION DESCRIPTION:

Position Title
Pay Grade

Brief description of duties:

POSITION TYPE:

- AFSCME
- A/P
- C/T
- NMUFA
- Non Represented
- Unclassified

- Full-time
- Part-time

Number of hours: _____

NEED FOR POSITION:

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

Substitute (relieving employees who are absent)

First day of employment _____
Month
Day
Year

Last day of employment _____
Month
Day
Year

(Governed by Union Agreement or University policy)

College or Division _____

Department _____

Account Number _____

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

APPROVALS:

Requested By	Date
Department Head	Date
Human Resources Department	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.