ANN ARBOR STUDENT TEMPORARY APPOINTMENT CHANGE

UNIVERSITY OF MICHIGAN

PART 1: TO BE COMPLETED BY DEPARTMENT AND MAILED TO: HRRIS, 4073 WOLVERINE TOWER, CAMPUS ZIP 1281

Last Name:	First Name:	Middle Name:

UMID:	Department:	Date Prepared:
	Spectrum Center	/ /

Is this a Work-Study approved position? ☑ Yes ☐ No | Changing the effective date of the Work Study position to: _____

PART 2: APPOINTMENT CHANGE INFORMATION *(Do not complete this section for terminations.)*

Empl Rcd#*	Eff Date*	Dept ID*	Job Code*	Job Code Title*	Job Posting #	Hourly Rate*	End Date	ShortCode*	% Distrb**

*These fields are required. List the data as it should appear after the change. NOT as it exists today. *The data may be the same as it exists today if you are only processing a change to Work Study effective date.*

**The % Distrb must add up to 100 per Empl Rcd#.

PART 3: TERMINATION INFORMATION *(If "No Rehire", then mail form to your central office HR representative.)*

Empl Rcd# *(required)*	30				
Dept ID *(required)*	600520				
Job Code *(required)*	051000				
First Day NOT Worked *(required)*	04/29/2010				

Reason (choose one):

☐ Another Position Elsewhere ☑ Temp Appointment Completed ☐ Other (must explain in Remarks) ☐ Return to School

☐ Schooling Completed ☐ Discharged (must explain in Remarks) ☐ Quit without Notice ☐ Relocation

Recommended for Rehire (choose one):

☑ Yes ☐ No Rehire (must explain in Remarks or attach Dept letter) ☐ Yes, Restricted (must explain in Remarks)

Paycheck Distribution Point (choose one):

☑ Direct Deposit (online self-service or attach Authorization form) ☐ UM Dearborn Cashier 0094 ☐ U.S. Mailing Address (attach Authorization form)

☐ Payroll Office 0026 (Wolverine Tower) ☐ UM Flint Cashier 0092

Contact Person:	Supervisor:	Supervisor ID:	Department:
Ariana Bostian-Kentes	William Sherry	35172184	Spectrum Center

Contact Campus Address:	Campus Zip:	Campus Phone:
3200 Michigan Union	1308	763-4186

Remarks:

Authorized Signature: Date: 07/09/2010

INSTRUCTIONS FOR ANN ARBOR STUDENT TEMPORARY APPOINTMENT CHANGE FORM

General Use: This form is used to process changes to an active temporary appointment for a University of Michigan Ann Arbor student. Valid temporary appointment Job Codes and wage schedules are posted on the University of Michigan Compensation and Classification website. If you are trying to:

1. Hire an Ann Arbor student who is not currently employed in any university temporary appointment; or
2. Create an additional appointment for an Ann Arbor student temporary employee; or
   - Use the **on-line "Student Temporary Processing" pages** in **M-Pathways**. For additional information, review the **"Hire a Temporary Student Employee (Ann Arbor)"** quick reference sheets under the Wolverine Access **MyLINC**.

Part 1. Unless noted below, provide a value for each field in this section. Failure to check appropriate boxes may result in your department not being reimbursed through the College Work Study Program. NOTE: **"Changing the effective date of the Work Study position to:"** is typically used to communicate when an active temporary appointment becomes a work study appointment for the term.

Part 2. The fields with **asterisks (*)** in the column heading are required for all appointment changes.
"Empl Rcd#" - the on-line active employment record number of the temporary appointment information being changed. (i.e. 30)
"Effective Date" - the date on which the change takes effect
"Dept ID" - the 6-digit department code of the appointing department (eg. 677070 for "HRRIS")
"Job Code" - the 6-digit code of the appointing title (eg. 053000 for "Entrance Clerk").
"Job Code Title" - the appointing title (eg. Entrance Clerk for jobcode "053000")
"Job Posting #"- if the position was posted on the Student Employment Office web site, the posting number used for the position
"Hourly Rate" - the rate of pay (eg. $7.15)
"End Date" - the anticipated end date of the temporary appointment
"ShortCode" - the 6 digit code against which the temporary employee's earnings will be charged (eg. 123450)
"% Distrb" - the default percentage of earnings to be charged to the ShortCode (eg. 50% for "123450" and 50% for "123451")

Part 3. Each of the three sections in Part 3 are required when terminating a temporary appointment. If you are correcting a previously submitted termination request, please indicate this in the Remarks section of the form. If terminating a Work Study position, remember to check the "Yes" box in Part 1. of this form. You can attach a separate page with additional remarks. NOTE: If a **"No Rehire"** or **"Restricted"** temporary employee is being terminated from a Health Systems department, the central office HR representative is in the U of M Health System Human Resources Department (HSHR, Room/Bldg: Suite 1100 NCAC, Zip 2435). All other central office HR representatives are in the University Human Resources' Staff Human Resources Department (Staff HR, Room/Bldg: 2005 Wolverine Tower, Zip 1281).

Paycheck Distribution Point: If the student is changing her/his paycheck distribution point to "Direct Deposit", ensure the student has completed the on-line Wolverine Access Student self-service Direct Deposit authorization. You **cannot** use this form to change the paycheck distribution point for a student who currently directly deposits paychecks; advise the student to contact the U of M Payroll Office.

Contact/Supervisor/Authorized Signature Date: With the exception of **"Supervisor ID"**, all remaining fields are required to complete this form.

Payment Procedure:

- Temporary employees will be paid biweekly, one week in arrears every other Friday. Whenever an official University holiday falls on a payday, payment will be made on the last working day preceding such occurrence.
- Biweekly Hourly Time should be submitted by either hardcopy timesheet to the departmental supervisor or entered electronically, prior to the department's biweekly cutoff schedule.
- If employee does not make a selection in the "Paycheck Distribution Point" section of this form and/or does not complete the Direct Deposit or U.S. Mail Authorization Form, the employee's paycheck distribution will default to the University Payroll Office (0026) at the Wolverine Tower.

Nepotism: If a student temporary employee has recorded that a relative is a U of M employee when completing the online **Student Employment Application**; it is the hiring unit's responsibility to ensure compliance with SPG 201.23, **"Appointment of Relatives or Others with Close Personal or External Business Relationships."**

Temporary Employees Are Covered By: The University's Overtime Policy, Worker's Compensation, Social Security (subject to the student exclusion required by Federal Law), Unemployment Compensation (subject to the student exclusion required by State Law), and Travel Accident Insurance Plan. **Temporary employment does not establish eligibility for regular staff benefits.**

Human Resources Service Centers:
Upon completion of this appointment, student temporary employees who are interested in continued employment with U of M should be advised to report to one of the Human Resources Service Centers listed below for available job opportunities:
U of M Ann Arbor Campus :

- Student Employment Office, 2503 Student Activities Building, 515 E. Jefferson St., Ann Arbor, MI, 48109-1316, (734) 763-4128
- Employment Services, G250 Wolverine Tower, 3003 S. State St., Ann Arbor, MI, 48109-1281, (734) 615-2000
- Health System Human Resources, North Campus Administrative Complex, 2901 Hubbard, Suite 1100 - SPC 2435, Ann Arbor, MI 48109-2435, 734-647-2385
- Temporary Staffing Services, G250 Wolverine Tower, 3003 S. State St., Ann Arbor, MI, 48109-1281, (734) 763-5740