TEMPORARY EMPLOYMENT

UNIVERSITY OF MICHIGAN

PART 1: TO BE COMPLETED BY APPLICANT FOR A TEMPORARY POSITION - PERSONAL INFORMATION

Give legal name as it appears on your U.S. Social Security card. The name, including all letters and spaces must be 50 characters or less.

Last Name:	First Name:	Middle Name:
Social Security Number:	UMID (if known):	Department:
Address:	City:	State: / Zip Code:
Telephone:	E-mail Address (mandatory):	Are you legally eligible to work in the U.S.A.? ☐ Yes ☐ No

Level of Education:

☐ Less than High School
☐ High School Graduate

Some College
☐ Freshman ☐ Junior
☐ Sophomore ☐ Senior

☐ Technical or Vocational ☐ Masters
☐ Bachelors ☐ Doctorate

STATUS

☐ High School Student (If under 18, work permit required) ☐ Other (Nonstudent)

☐ Student at another Institution Name of Institution: _____

UNIVERSITY OF MICHIGAN EMPLOYMENT

Are you presently employed elsewhere at the U of M? ☐ Yes ☐ No	If yes, have other employing department(s) been contacted? ☐ Yes ☐ No	
Do you have a seasonal appointment? ☐ Yes ☐ No	Seasonal Leave Start Date:	Seasonal Leave End Date:

Do you have any relatives now employed at the U of M? If yes, please list below.
☐ Yes ☐ No

Name:	Department:	Name:	Department:

CURRENT AND PREVIOUS EMPLOYMENT (INCLUDING U OF M) - *Please attach resume.*

Employer Name:	Start Date (Mo/Yr):
Address:	End Date (Mo/Yr):
Employer Name:	Start Date (Mo/Yr):
Address:	End Date: (Mo/Yr):

Have you ever been convicted of any misdemeanor or felony, including alcohol or drug-related driving offenses? (Driving convictions such as operating while intoxicated, operating in the presence of drugs, operating without a license, etc., are generally misdemeanors or felonies and should be included.) ☐ Yes ☐ No

If yes, please provide dates, places, charges and disposition/outcome of all convictions.

Date:	Place:	Charge:	Disposition/Outcome:
Date:	Place:	Charge:	Disposition/Outcome:
Date:	Place:	Charge:	Disposition/Outcome:

Last Name:	First Name:	Middle:	UMID:

CURRENT AND PREVIOUS EMPLOYMENT (INCLUDING U OF M) - Continued

Do you have any felony charges pending? ☐ Yes ☐ No

Note: A yes response does not automatically disqualify a job applicant from further consideration. Each applicant is evaluated individually, based on a number of factors, including the nature of the crime, how long ago the crime and/or release from incarceration occurred, whether a sufficient or satisfactory work record has been established since the crime and/or release from incarceration and the criteria of the position applied for. **If yes, please provide dates, places, and any other details of all pending felony charges.**

Date:	Place:	Details:	Felony Charge Pending:
Date:	Place:	Details:	Felony Charge Pending:
Date:	Place:	Details:	Felony Charge Pending:

CERTIFICATION

If you are employed by the University of Michigan, you will be expected to execute the following oath as required by State Law.
"I do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of Michigan, and that I will faithfully discharge the duties of my position and subsequent positions, according to the best of my ability."

Regents' Bylaws 3.10 stipulates the conditions governing intellectual property rights of the University of Michigan:
Unless otherwise provided by action of the Regents:

1. Patents and copyrights issued or acquired as the result of or in connection with administration, research, or other educational activities conducted by members of the University staff and supported directly or indirectly (e.g., through the use of University resources or facilities) by funds administered by the University regardless of the source of such funds, and all royalties or other revenues derived therefrom shall be the property of the University.
2. Computer software created by members of the University staff in connection with administration, research, or other educational activities supported directly or indirectly by funds administered by the University, regardless of the source of such funds, shall be the property of the University. Such computer software may be made available for use on a nonexclusive basis by those who pay appropriate charges to reimburse the University for the costs of development, distribution, and reproduction.
3. The provisions of 1 and 2, supra, shall apply unless they are inconsistent with the terms of any applicable agreement with a third-party sponsor or provider of funds in which case the University's agreement with such sponsor or provider shall control.
4. Patents, copyrights, and property rights in computer software resulting from activities which have received no support, direct or indirect, from the University shall be the property of the inventor, author, or creator thereof, free of any limitation which might otherwise arise by virtue of University employment.
5. In cases which involve both University-supported activity and independent activity by a University staff member, patents, copyrights, or other property rights in resulting work products shall be owned as agreed upon in writing and in advance of an exploitation thereof by the affected staff member and the Vice-President for Research in consultation with the Committee on Patents and Copyrights and with the approval of the University's Office of General Counsel. It is understood that such agreements shall continue to recognize the traditional faculty and staff prerogatives and property rights concerning intellectual work products.

Adherence to this bylaw and all the Regents' bylaws, as they are from time to time amended, is a condition of continued employment at the University of Michigan. If offered an appointment, will you adhere to the conditions stated above? ☐ Yes ☐ No

I certify that the answers on this document are true to the best of my knowledge. I realize that all the information furnished by me is important and that the University of Michigan will rely on such information in engaging me in continuing my employment.

Signature of Applicant:	Date:

The University of Michigan, as an equal opportunity/affirmative action employer, complies with all applicable federal and state laws, regarding nondiscrimination and affirmative action. The University of Michigan is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status in employment, educational programs and activities, and admissions. Inquiries or complaints may be addressed to the Senior Director for Institutional Equity, and Title IX/Section 504/ADA Coordinator, Office of Institutional Equity, 2072 Administrative Services Building, Ann Arbor, Michigan 48109-1432, 734-763-0235, TTY 734-647-1388. For other University of Michigan Information, call 734-764-1817.

TEMPORARY EMPLOYMENT

UNIVERSITY OF MICHIGAN

PART 2: TO BE COMPLETED BY DEPARTMENT *(Employee Information)*

Last Name:	First Name:	Middle Name:
UMID:	Department:	Date Prepared:

HIRE/CHANGE INFORMATION (Do not complete this section when terminating.)

**(must add up to 100% per EmplRcd#)

Code*	EmplRcd#	Eff Date	Dept ID	Job Code	Job Title	Hourly Rate	End Date	ShortCode	% Dist.**

*New Hire=**N**, Rehire=**R**, Additional Appointment=**A**, Appointment Change=**C** Note: New Hire/Rehire could require completion of Form I-9.

TERMINATION INFORMATION

EmplRcd#					
DeptID					
Job Code					
First Day NOT Worked					

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:

☐ 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:
Contact Campus Address:	Campus Zip:	Campus Phone:	
Remarks:			
Authorized Signature:	Date:		

PART 3: TO BE COMPLETED BY TEMPORARY EMPLOYEE AFTER HIRE

Are you a U.S. Citizen? ☐ Yes ☐ No	If no, country of citizenship:	Visa:	Birthdate: mm/dd/yyyy	Gender: ☐ Male ☐ Female

TEMPORARY EMPLOYMENT
ETHNICITY/RACE

Last Name:	First Name:	Middle Name:
UMID:	Department:	

ETHNICITY/RACE

To meet government requirements, the University of Michigan places ethnicity/race data into its computer file for statistical use. The data will be used to meet reporting requirements and other requirements outlined in the University's Affirmative Action Program. The information requested in items 1 and 2 below is optional and will not be used for hiring purposes.

1. Please indicate whether you consider yourself to be Hispanic or Latino.

- ☐ No, not Hispanic or Latino.
- ☐ Yes, Hispanic or Latino: A person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race.

2. In addition, select one or more of the following racial categories to describe yourself:

- ☐ **American Indian or Alaska Native:** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- ☐ **Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- ☐ **Black or African American:** A person having origins in any of the black racial groups of Africa.
- ☐ **Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- ☐ **White:** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Employee Signature:	Date:

Last Name:	First Name:	Middle Name:
UMID:	Department:	

AUTHORIZATION FOR A CRIMINAL RECORDS CHECK - For External Applicants Only

I, the undersigned, authorize the University of Michigan through the department of State Police, Central Records Division, the University of Michigan Department of Public Safety and Security or any other agency, to conduct a criminal history file check or investigation by name and identifiers to determine the existence of any arrest resulting in conviction and furnish a response to the University of Michigan.

Fill out completely. Type or print clearly using black ink.

Race:	Gender: ☐ Male ☐ Female	
Month of Birth:	Day of Birth:	Year of Birth:

Employee Signature:	Date:

INSTRUCTIONS FOR TEMPORARY EMPLOYMENT FORM (Reference SPG 201.57)

1. DEFINITION OF TEMPORARY EMPLOYMENT: There are three (3) categories of temporary employment:

A. University of Michigan Student Employee

A University of Michigan Student Employee is:
a) an individual enrolled in the University of Michigan, and
b) employed by the University of Michigan, and
c) whose primary purpose for being at the University of Michigan is to obtain an education.

B. Non-University of Michigan Student Employee

A non-University of Michigan Student is:
a) an individual enrolled full time in high school or enrolled for six credit hours or more at a college or university other than the University of Michigan, and
b) employed by the University of Michigan.

C. Temporary Employee (Non-Student)

Temporary employees are not students as defined in Section A or B. A temporary employee is an employee whose employment is:
a) in a specific position not limited in duration but is sporadic or casual (normally 8 hours or less per week), or
b) fixed at the time of employment for:

- a specific project, or
- relief for regular employee absences including vacations or termination, or
- augmenting regular staff occasioned by increased workloads or other conditions that may create a short term need.
- For non-students, temporary employment may be either part time or full time, but in either case is limited in duration, not exceeding 12 months (for AFSCME and Trades regulations, see contractual language). In the instance of a specific project as mentioned above, the fixed appointment may be set to a maximum of 18 months if approval prior to employment is received from the Human Resource Office or staff responsible for Employment. There is no maximum duration an individual can remain a student employee if the above criteria under A or B as applicable are met.
- For non-students, a temporary appointment may not be made for the purpose of a trial period for an individual being considered for a regular appointment or as a "probationary period" preceding regular employment.

2. PREPARATION OF FORM FOR HIRES/REHIRES:

If hiring a U of M student, be sure to use the "U of M Dearborn Student and U of M Flint Student Temporary Employment Form" if hiring a U of M Dearborn or U of M Flint student; or the Wolverine Access "Student Temporary Processing" on-line hiring web page for U of M Ann Arbor students. This form is to be prepared by the applicant/employee and department and submitted (via the Dean, Director, or Representative where appropriate) to HR Records & Information Services (HRRIS) for Ann Arbor and Medical Campuses, to Flint HR for Flint Campus or to Dearborn HR for Dearborn Campus. After processing, Ann Arbor Campus forms will be sent to Employment Services and Medical Campus forms will be sent to HSHR for criminal records checks and content approval. If problems arise in the criminal check or content review, departments will be contacted by Employment Services or HSHR to resolve the problems. Departments will have five (5) working days to deliver a solution. If this is not done within five (5) working days, Employment Services or HSHR will notify HR Records & Information Services to terminate the appointment. The mailing address for HRRIS: 3003 S. State St., 4073 Wolverine Tower, Ann Arbor, MI 48109-1281, (734) 615-2000.

Part 1 of the form should be completed by the applicant, Part 2 by the department, and Part 3 by the employee after the hiring decision has been made (this includes the separate ethnicity page). E- mail address is mandatory for all applicants. Departments are responsible for verifying that all information boxes are complete in the applicant and employee sections. In Part 2, all fields in the Hire Information are required (except the EmplRcd# for new hires). The Department ID number is a unique six-digit code assigned by the Human Resources Service Centers and Accounting Offices. Job Code number and Job Title must be taken from the Temporary Employment Classification and Salary Guidelines which are available from each Human Resources Service Center. ShortCodes must be six digits. The % Distribution is the percent of the Hourly Rate to be paid from the ShortCode on the associated row. Paycheck Distribution Point, Contact Name and Address, and Authorized Signature should be completed. Forward original form to Dean/Director for signature. Dean/Director forwards signed original to the appropriate Human Resources Office.

Attachments: Employees Withholding Certificates (Federal Form W-4 and State Form MI W-4), completed INS form I-9, Alien Certification (see SPG 201.57) if the I-9 indicates non-resident alien, Criminal Records Check Authorization, Direct Deposit Authorization if requested by employee, work permit if under 18 (see #5).

All new hires are to receive an M.E.S.A. card on unemployment compensation at the time of hiring in order to comply with the State of Michigan Law.

INSTRUCTIONS FOR TEMPORARY EMPLOYMENT FORM (Reference SPG 201.57) - Continued

3. PREPARATION OF FORM FOR CHANGES/TERMINATIONS:

This form is to be completed by the department to process a change to or termination of an existing temporary appointment. It may also be used to add an additional appointment to a temporary currently working within your department. If making a change or termination to an appointment for a U of M student, be sure to use the "U of M Dearborn Student and U of M Flint Temporary Employment Form" if updating a U of M Dearborn or U of M Flint student's temporary appointment.; or the "U of M Ann Arbor Student Temporary Appointment Change Form". After completion, the form should be submitted (via the Dean, Director, or Representative where appropriate) to the correct Human Resources Service Center. All changes and terminations for the Flint campus should be sent to Flint HR and all changes and terminations for the Dearborn campus should be sent to Dearborn HR. In Ann Arbor, all changes and terminations should be sent to HR Records & Information Services (HRRIS), except in the case of terminations which are not recommended for rehire, in which case they should be sent to HSHR for Medical Campus or Staff Human Resources.

Part 1 and Part 3 are not required for changes or terminations. For changes, all fields in the Change Information section are required unless adding an Additional Appointment, in which case EmplRcd# is optional. List the data as it should appear after the change, NOT as it exists today. For terminations, all fields in the Termination Information section are required. List the appropriate EmplRcd#s as they exist today that should be terminated, along with the Department ID and Job Code associated with the EmplRcd# and the first day not worked. One reason and one rehire recommendation should be chosen. Paycheck Distribution Point is optional for changes and terminations, but contact information and Authorized Signature are required. Use the Remarks Section to relay any pertinent information to the HR Service Center or to become part of the temporary employee's official file. If choosing Discharged, Other, Not Recommended, or Yes in a different position when processing a termination, this must be explained either in the Remarks section or on a separate sheet.

4. 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.

Employees who are not submitting time via the self-service time entry process will receive pre-printed Biweekly Hourly Timesheets issued by the department, prior to each biweekly cutoff.

If applicant 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 applicant's paycheck distribution will default to the University Payroll Office (0026) at the Wolverine Tower.

5. EMPLOYMENT OF MINORS:

If applicant is under the age of eighteen (18) and has not graduated from high school, contact the Employment Office regarding necessary steps in obtaining work permit. Applicants must not perform work until the permit has been secured. Blank work permit forms should be obtained by the student at his/her high school. Completed work permits are kept on file at your Human Resources Service Center.

6. NEPOTISM:

If a temporary employee has indicated that a relative is a U of M employee when completing this form; 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."

7. 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). Travel Accident Insurance Plan.

Temporary employment does not establish eligibility for regular staff benefits.

8. Human Resources Service Centers:

Upon completion of this appointment, 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 Dr., 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
- **U of M – Dearborn Human Resources:** 1020 Administration Building, 4901 Evergreen Rd., Dearborn, MI 48128-1491, (313) 593-5190
- **U of M – Flint Human Resources:** 213 University Pavilion, 303 E. Kearsley St., Flint, MI 48502-1950, (810) 762-3150