

TEMPORARY NON-STUDENT EMPLOYEE HIRE FORM

Instructions

Step 1. Temporary employee must complete and give their Hiring Manager the **Temporary Employment Application, W-4 and Direct Deposit forms**.

Step 2. Hiring Manager should complete this Temporary Non-Student Hire form and then print and sign it.

Step 3. Hiring Manager will contact their Division Key Contact to complete the I-9 and e-Verify

TEMPORARY EMPLOYEE INFORMATION

NUID

First Name

Middle

Last Name

Suffix

Home Address - Line 1

Primary Work Address - Line 1

Home Address - Line 2

Primary Work Address - Line 2

City

State

City

State

Zip

Zip

Gender

Date of Birth (MM/DD/YYYY)

Social Security Number Personal Email Address

Citizenship Status

Require NU Visa Sponsorship? Yes No

TEMPORARY POSITION INFORMATION

Start Date (MM/DD/YYYY)

End Date (If Known)

Home Organization Code

Position Number*

Department Name

Pay Rate**

Weekly Standard Hours

Index Number
Index Number

Account Code(s)

Percentage

**** Pay Rates** in the following ranges require the stated approvals before they can be process:

\$30.00 - \$49.99: HRM Compensation approval required

\$50.00 - above: Senior Vice President approval required

* Temporary Non-Student position numbers can be found on the HRM website at: <https://prod-web.neu.edu/webapp6/HRPositionLookup/secure/index.jsp>

SIGNATURE APPROVALS

Manager Name (Print First, Last)

Signature

Extension

Date

Key Contact Name (Print First, Last)

Signature

Extension

Date

ADDITIONAL SIGNATURE APPROVAL **ONLY if required for higher pay rates as noted above**

HRM Compensation**

Date

Department SVP**

Date

Processed by HR Ops:

Date

HRM Customer Service Center

Phone: 617-373-2230

250 Columbus Place

Boston, MA 02115

Fax: 617-373-3764