

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 needs to complete a **Form I-9, supporting documents and e-Verify printout** and return ALL documents to the HRM Customer Service Center, 250 Columbus Place.

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

Require NU Visa Sponsorship? Yes No

Citizenship Status

Employee I-9, supporting documents and e-Verify
printout are completed and attached 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

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

HRM Compensation** Date Department SVP ** Date

Processed by HR Ops: Date