

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
Require NU Visa Sponsorship? Yes No		Citizenship Status	

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
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Processed by HR Ops:

Date

HRM Customer Service Center

Phone: 617-373-2230

250 Columbus Place
Boston, MA 02115

Fax: 617-373-3764

2/26/2015