

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

Today's Date (MM/DD/YYYY)

First Name	Middle	Last Name	Suffix
Home Address - Line 1			NUID#
Home Address - Line 2			
City	State	Zip	
Gender	Date of Birth (MM/DD/YYYY)	Social Security Number	
Eligible to work in the U.S.?		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 HR/Payroll's website at: www.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