

PART 1: TO BE COMPLETED BY APPLICANT - 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:	Department:		Date Prepared:	

Current Address: *If you need to make a change to your current address, please update it via Wolverine Access.*

Address:		City:		State:	
Zip Code:	Telephone:		E-mail Address (mandatory):		

STATUS

Level of Education:					
Freshman	Junior	Bachelors		Masters	Doctorate
Sophomore	Senior				
Have you been awarded a Work-Study?			Are you legally eligible to work in the U.S.A.?		
Yes	No	Yes	No		
U-M Student currently enrolled half-time or more		U-M Student currently enrolled less than half time		U-M Student not currently enrolled	

UNIVERSITY OF MICHIGAN EMPLOYMENT

Are you presently employed elsewhere at the U of M?		If yes, have other employing department(s) been contacted?	
Yes	No	Yes	No
Do you have any relatives employed at the U of M? If yes, please list below.			
		Yes	No
Name:		Department:	
Name:		Department:	

CURRENT AND PREVIOUS EMPLOYERS (INCLUDING U OF M)

Employer Name:		Job Title:	Start Date:
Employer Address:			End Date:
Employer Name:		Job Title:	Start Date:
Employer Address:			End Date:

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:
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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:
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The University of Michigan, as an equal opportunity/affirmative action employer, complies with all applicable federal and state laws, regarding non-discrimination 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.

PART 2: TO BE COMPLETED BY DEPARTMENT

Last Name:			First Name:			Middle Name:		
UMID:		Department:		Is this a Work-Study approved position? Yes No		Date:		

HIRE/CHANGE INFORMATION (Do not complete this section when terminating.) **(must add up to 100% per EmplRcd#)

Code*	EmplRcd#	HR Eff Date	Dept ID	Job Code	Job Title	Job Posting #	Hrs/Week	Hrly Rate	End Date	ShortCode	% Dist.**

*New Hire=**N**, 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 Other Code _____

Contact Person:	Supervisor:	Supervisor ID:	Department:
Contact Campus Address:	Campus Zip:	Campus Phone:	

Remarks:	Authorized Signature:	Date:
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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
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FOR SEO/HR USE ONLY

Workgroup:	CWS Award \$:	Hours Regular:
SEO/HR:	Date:	

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:
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INSTRUCTIONS FOR STUDENT 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.

2. PREPARATION OF FORM FOR HIRES/REHIRES:

When hiring a Work-Study temporary, please examine documents provided by the student establishing identity and employment eligibility. Employee will be notified to complete Section 1 of the I-9 online, verification and review will be done by the HR office with employee present. Verify the amount of the Work-Study award by reviewing a copy of the student's award notice. To be eligible for Work-Study, students must be full time for the Fall/Winter terms (12 hours per term for undergraduate students and 8 hours per term for graduate students) and full-time for the Spring/Summer term (6 hours per half term for undergraduates and 4 hours per half term for graduate students) before beginning Work-Study employment. Waitlisted courses DO NOT count when determining a student's enrollment level. Be sure to check the box, "Is this a Work-Study approved position?", on the U-M Dearborn and U-M Flint Student Temporary Employment Form".

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). If the student has Work-Study, make sure the "Have you been awarded Work-Study?" box is checked. 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 Section are required when making changes to an appointment, the EmplRcd# and the HR effective date will be assigned by the HR office when I-9 and criminal record check have been verified and completed. 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. Job Posting #'s are assigned by the Student Employment Office. 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, Direct Deposit Authorization if requested by employee, and nepotism memo if applicable (see #5).

Failure to check the appropriate boxes may result in your department not being reimbursed through the College Work-Study Program.

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. If making a change to a Work-Study temporary appointment, be sure to check the box, "Is this a Work-Study approved position?". After completion, the form should be submitted (via the Dean, Director, or Representative where appropriate) to the Student Employment Office. If terminating a Work-Study employee, the termination form goes directly to HR Records and Information Services.

Part 1 and Part 3 are not required for changes or terminations. For changes, all fields in the Change Information section are required, 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 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 pay-day, payment will be made on the last working day preceding such occurrence.

Biweekly Hourly Time Reports must be submitted to the Payroll Office by Monday at noon for payment on the following Friday.

For Work-Study students, be sure to use only the preprinted Time Report that states at the top of the report, "Ann Arbor College Work-Study". It may be necessary to use a blank Time Report at the beginning of the employment period if the Payroll Office has not yet supplied a preprinted Work-Study Time Report. In those instances, you must indicate clearly on the report that this is a Work-Study appointment by circling the "WS" which appears in the upper left-hand corner of the Time Report.

5. 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.**"

6. 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.

7. 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 job opportunities available:

- **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

U of M Dearborn Human Resources and U of M Flint Human Resources will send the approved, completed forms to: HRRIS, 4073 Wolverine Tower, Campus Zip 1281.

Last Name:	First Name:	Middle Name:
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UMID:	Department:
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AUTHORIZATION FOR A CRIMINAL RECORDS CHECK
 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
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Month of Birth:	Day of Birth:	Year of Birth:
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Employee Signature:	Date:
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