

TEMPORARY APPOINTMENT CHANGE



COMPLETE AND SUBMIT FORM TO:
HRRIS, 4073 WOLVERINE TOWER, CAMPUS ZIP 1281

PART 1: EMPLOYEE INFORMATION (All fields on this form with asterisks are required.)

*Last Name:	*First Name:	Middle Name:
*UMID:	Department:	Date Prepared:
Is this a Temporary Staffing Service Employee? <input type="checkbox"/> Yes <input type="checkbox"/> No		Is this a Work-Study approved position? <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If Yes, contact TSS for authorization.</i>		Changing the effective date of the Work Study position to: _____

PART 2: APPOINTMENT CHANGE INFORMATION (Do not complete this section for terminations.)

*Empl Rcd#	*Eff Date	*Dept ID	*Job Code	*Job Code Title	*Hourly Rate	*ShortCode	*% Distribution

List the data as it should appear after the change. NOT as it exists today. *The data may be the same as it exists today if you are only processing a change to Work Study effective date.*

PART 3: TERMINATION INFORMATION (If "No Rehire", then mail form to your central office HR representative.)

*Empl Rcd# (required)			
*Dept ID (required)			
*Job Code (required)			
*First Day NOT Worked (required)			
*Reason (choose one):			
<input type="checkbox"/> Another Position Elsewhere	<input type="checkbox"/> Temp Appointment Completed	<input type="checkbox"/> Other (must explain in Remarks)	<input type="checkbox"/> Return to School
<input type="checkbox"/> Schooling Completed	<input type="checkbox"/> Discharged (must explain in Remarks)	<input type="checkbox"/> Quit without Notice	<input type="checkbox"/> Relocation
*Recommendation for Rehire (choose one):			
<input type="checkbox"/> Yes	<input type="checkbox"/> No Rehire (Attach Termination Letter)	<input type="checkbox"/> Restricted (Rehire in different type of position or Department) (Provide details in Remarks or attachment)	

PART 4: DEPARTMENT INFORMATION, REMARKS AND AUTHORIZATION

*Contact Person:	*Supervisor:	Supervisor ID:	*Department:
*Contact Person's Uniqname:	Contact Campus Address:	Campus Zip:	*Campus Phone:
Remarks:			
*Authorized Signature:			Date:
HR Authorized Signature:			Date:

INSTRUCTIONS FOR TEMPORARY APPOINTMENT CHANGE FORM (Reference SPG 201.57)**GENERAL USE**

This form is used to process changes to an active temporary appointment for a University of Michigan Student and Non-Student temporary employee. When using this form, 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 not worked. One reason and one rehire recommendation should be chosen. Valid temporary appointment Job Codes and wage schedules are posted on the University of Michigan Compensation and Classification website.

1. If you are trying to hire an Ann Arbor student who is not currently employed in any university temporary appointment or to create an additional appointment for an Ann Arbor student temporary employee use the **on-line "Student Temporary Processing" pages in M-Pathways**. For additional information, review the **"Hire a Temporary Student Employee (Ann Arbor)"** quick reference sheets under the Wolverine Access **MyLINC**.
2. If you are trying to process changes, terminate, or change the effective date of the work study position for a **Temporary University of Michigan Student employee**, remember to answer the Work Study fields in Part 1 of these procedures and complete appropriate section dependent upon the action you are making.
3. If you are trying to process changes or change the effective date for a **Temporary University of Michigan employee**, reference Part 2 of these procedures.
4. If you are trying to process a termination for a **Temporary University of Michigan employee**, reference Part 3 of these procedures.

After completion, the form should be submitted (via the Dean, Director, or Representative where appropriate) to the correct Human Resources Service Center. All changes and terminations for the Flint campus should be sent to Flint HR and all changes and terminations for the Dearborn campus should be sent to Dearborn HR. In Ann Arbor, all changes and terminations should be sent to HR Records & Information Services (HRRIS), except in the case of terminations which are not recommended for rehire, in which case they should be sent to HSHR for Medical Campus or Staff Human Resources.

PART 1: EMPLOYEE INFORMATION

Provide a value for each field in this section. Failure to check appropriate boxes may result in not being reimbursed through the College Work Study Program. NOTE: **"Changing the effective date of the Work Study position to:"** is typically used to communicate when an active temporary appointment becomes a work study appointment for the term.

The fields with asterisks (*) are required.

****Last Name**" - Employee's Last Name

****First Name**" - Employee's First Name

"Middle Name" - Employee's Middle Name

****UMID**" - Employee's University of Michigan Identification Number

"Department" - Employee's appointing department

"Date Prepared" - Date of change request (e.g., "mm/dd/yyyy")

Temporary Staffing Services Employee: Authorization for appointment changes and terminations of Temporary Staffing Services Employees is required. Contact Temporary Staffing Services at G250 Wolverine Tower, 3003 S. State Street, Ann Arbor, MI, 48109-1281, (734) 763-5740.

PART 2: APPOINTMENT CHANGE INFORMATION (Do not complete this section for terminations.)

The fields with asterisks (*) in the column heading are required for all appointment changes.

****Empl Rcd#**" - The online active employment record number of the temporary appointment information being changed (e.g., "30")

****Eff Date**" - The effective date on which the change takes effect (e.g., "mm/dd/yyyy")

****Dept ID**" - The 6-digit department code of the appointing department (e.g., "677070")

****Job Code**" - The 6-digit code of the appointing title (e.g., "053000"; temporary job codes begin with a zero)

****Job Code Title**" - The appointing title (e.g., "Entrance Clerk")

"Job Posting #" - If the position was posted on the Student Employment Office web site, the posting number used for the position

****Hourly Rate**" - The rate of pay (e.g., "\$7.40")

"Projected End Date" - The unit-projected end date of the temporary appointment (e.g., "mm/dd/yyyy")

INSTRUCTIONS FOR TEMPORARY APPOINTMENT CHANGE FORM

PART 3: TERMINATION INFORMATION (If “NO Rehire”, then mail form to your central office HR representative.)

Each of the three sections in Part 3 are required when terminating a temporary appointment. (Authorization for appointment terminations of Temporary Staffing Services employees is required. Contact Temporary Staffing Services.)

The fields with asterisks (*) are required.

“*Empl Rcd#” - The empl record number being terminated

“*Dept ID” - The 6-digit department code of the appointing department (e.g., “677070”)

“*Job Code” - The 6-digit code of the appointing title (e.g., “053000”; temporary job codes begin with a zero)

“*First Day NOT Worked” - The effective date of termination

“*Reason” - Select a reason for termination

“*Recommendation for Rehire” - Select applicable condition for rehire

- If you are correcting a previously submitted termination request, please indicate this in the Remarks section of the form.
- If terminating a Work Study position, remember to check the “Yes” box in Part 1 of this form. You can attach a separate page with additional remarks.
- If choosing Discharged, Other, No Rehire, or Restricted when processing a termination, **this must be explained either in the Remarks section or on a separate sheet.** NOTE: If a “No Rehire” or “Restricted” temporary employee is being terminated, authorization must be acquired from the appropriate central office HR representative.
 - U of M Health System Human Resources Department (HSHR, Room/Bldg: Suite 1100 NCAC, Zip 2435).
 - U of M Campus Human Resources, Staff Human Resources Department (Staff HR, Room/Bldg: 2005 Wolverine Tower, Zip 1281).

PART 4: DEPARTMENT INFORMATION, REMARKS AND AUTHORIZATION

The fields with asterisks (*) are required for all appointment changes.

“*Contact Person” - The person HRRIS would contact if there are questions regarding the changes being requested

“*Supervisor” - The person supervising the employee

“Supervisor ID” - The Supervisor’s UMID

“*Department” - The Department name associated with the 6-digit Department ID

“*Contact Person’s Uniqname” - A short sequence of characters (three to eight) that serves as a unique campus-wide name or identity for a user of computer services; Also known as CAMPUS ID

“Contact Campus Address” - Contact person’s campus address

“Campus Zip” - Contact person’s zip code

“*Campus Phone” - Contact person or supervisor’s phone number

“Remarks” - Use to relay any pertinent information to the HR Service Center or to become part of the temporary employee’s official file

“Authorized Signature” - Authorized Signature line should be signed by appropriate Dean/Director or Unit HR Officer for budgetary approval purposes; **Dearborn and Flint Campuses require the signature of Department Director/Dean or higher authority in order to process**

“HR Authorized Signature” - HR Authorized Signature line should be signed when there is a rehire restriction on the termination; **All Dearborn and Flint Campuses require Dearborn or Flint Central HR Office authorization**

Human Resources Service Centers:

Upon completion of this form, submit to one of the appropriate Human Resource Centers listed below.

U of M Ann Arbor Campus:

- **Employment Services**, G250 Wolverine Tower, 3003 S. State St., Ann Arbor, MI, 48109-1281, (734) 615-2000
- **Health System Human Resources**, North Campus Administrative Complex, 2901 Hubbard, Suite 1100 - SPC 2435, Ann Arbor, MI 48109-2435, 734-647-2385
- **Temporary Staffing Services**, G250 Wolverine Tower, 3003 S. State St., Ann Arbor, MI, 48109-1281, (734) 763-5740

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