

PERSONNEL ACTION NOTICE - Temporary Employment

Fiscal Year (Temporary) _____ OR Term (Student, Other Adjunct) _____

Name _____ ID# _____
(Last) (First) (MI)

Job Title _____ Dept/Campus _____

1. POSITION CLASS

Temporary	<input type="checkbox"/> Employee hired into an unauthorized non-faculty position, for whom there is no expectation of ongoing employment, and who is ineligible for benefits. A Temporary employee may not work more than 1000 hours from July 1 through June 30. The 1000 hours may start over in the next fiscal year.
Student _____ credits	<input type="checkbox"/> Employee hired into an unauthorized student position, for whom there is no expectation of ongoing employment and who is ineligible for benefits. <u>The authorization period for students is a term, not a fiscal year.</u> To qualify as a student, an individual must be currently enrolled in a program of study leading to a degree at DMACC at least 1/2 time (6 credits or more for Fall and Spring terms, 4 credits or more for Summer term) and regularly attending while employed. There is no restriction on the number of hours which may be worked other than those imposed by budget limitations. The normal work schedule must be less than 40 hours per week.
Other Adjunct	<input type="checkbox"/> Employee hired into an unauthorized faculty position to perform an activity which does not count towards load, for whom there is no expectation of ongoing employment, and who is ineligible for benefits.
Other	<input type="checkbox"/> Individual providing services to the College under conditions similar to those of an independent contractor but paid through the College payroll system.

2. EMPLOYMENT

Effective Date	Request <input type="checkbox"/> 1st Request <input type="checkbox"/> Additional Hours	Number of Hours Requested	
Type <input type="checkbox"/> New Employee (Attach I-9, W-4, IA W-4) <input type="checkbox"/> Returning Employee	Pay <input type="checkbox"/> Hourly \$ _____ <input type="checkbox"/> Flat Fee \$ _____	FOAPAL: Index	Account
Brief Description Of Job Duties			

3. SEPARATION

Reason For Leaving	Last Day Worked
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4. APPROVALS

Date

Supervisor _____	_____
Provost/Dean/Director _____	_____
Business Office _____	_____
Human Resources _____	_____
Background Check _____	_____

Routing Queue for WEB Time Entry

1. _____

2. _____

3. _____

Timesheet Organization Code _____

Fax Number _____