

# TEMPORARY APPOINTMENT CHANGE

**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		*SEO Posting # _____
<p>SEO posting # required when <b>Yes</b> box is checked. <b>Please be sure to provide the SEO# to prevent a delay in processing your request.</b> Please contact Student Employment Office with questions regarding SEO#.</p>				
<p><i>If Yes, contact TSS for authorization.</i></p>				
Change effective date of Work Study position to: _____				

**PART 2: APPOINTMENT CHANGE INFORMATION**

*Empl Rcd#	*Eff Date	*Dept ID	*Job Code	*Job Code Title	*Hourly Rate	Projected End Date

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: DEPARTMENT INFORMATION, REMARKS AND AUTHORIZATION**

*Contact Person:	*Supervisor:	Supervisor ID:	*Department:
*Contact Person's Uniqname:	Contact Campus Address:	Campus Zip:	*Campus Phone:

Remarks:

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*Authorized Signature:	Date:
HR Authorized Signature:	Date:

**Human Resources Service Centers:**  
 Upon completion of this form, submit to one of the appropriate Human Resources Service Centers listed below.

SSC HR Wolverine Tower 3003 South State Street Ann Arbor, MI 48109-1276 Phone: 734-615-2000 Fax: 734-763-1283	U-M Ann Arbor HR Temporary Staffing Services <b>*only if hired through TSS</b> G250 Wolverine Tower 3003 South State Street Ann Arbor, MI 48109-1281 Phone: 734-763-5740	U-M Dearborn HR 1020 Administration Building 4901 Evergreen Road Dearborn, MI 48128-1491 Phone: 313-593-5190	U-M Flint HR 213 University Pavilion 303 E. Kearsley Street Flint, MI 48502-1950 Phone: 810-762-3150
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**NOTE: Termination of a Temporary Appointment and/or Temporary Staff Employee must be processed using Termination Workflow accessed via Wolverine Access and M-Pathways.**

**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. 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 an appointment change 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.

After completion, the form should be submitted (via the Dean, Director, or Representative where appropriate) to the correct Human Resources area. All changes for the Flint campus should be sent to Flint HR and all changes for the Dearborn campus should be sent to Dearborn HR. In Ann Arbor, all changes should be sent to HR Records & Information Services (HRRIS) or Temporary Staffing Services if employee was hired through TSS. See listing of addresses on page 1..

**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 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**

**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")

**PART 3: 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"** - All Dearborn and Flint Campuses require Dearborn or Flint Central HR Office authorization