University System of New Hampshire

☐ New Hire
☐ Change In

Casual, Part-Time, Full-Time Temporary Appointment Form

Name: _____ SSN: _____-_____-_____
Last First Middle Initial

Employee Information (Check all boxes that apply):

☐ Casual Hourly (JH) – Appointments made for a single event or recurring short-term events. Expected to be generally up to 200 hours per year.
☐ Part-Time Hourly (CH) - Appointments for staff whose total commitment is expected to be greater than 200 hours but less than 1500 hours, per fiscal year.
☐ Full-Time Temporary Hourly (DH) - Appointments for staff whose total commitment is expected to be at least 1500 hours in a fiscal year. Appointments may be renewed for a total of 3 years.
☐ Student Hourly (SH)
☐ College Work Study (SW)
☐ New Employee
☐ Former Employee

Job Description: _____

Home Department Name: _____

Department Address: _____

First Day of Appointment: ____/____/____ Last Day of Appointment: ____/____/____
dd mm yy dd mm yy

Position Number: _____ Suffix: _____

Timesheet Organization: _____ Hourly Rate/Contract Amount: _____

Job Labor Distribution: _____ _____
Fund Org

W4/I9 sent to HR: _____
Date

_____ _____
Supervisor's Name Date
(Type or print clearly)

Rev. 6/2008