

**University System of New Hampshire
Casual, Part-Time and Full-Time Temporary Appointment Form**

New Hire OR Change in Appointment

Salary Approved by: _____

Employee Information: USNH ID: _____

Date I-9 sent to HR: ____/____/____

Last

First MI

First Day of Appointment: ____/____/____

Last Day of Appointment: ____/____/____

Job Description: _____

Home Department: _____

Time Sheet Org: _____

Job Labor Distribution: Fund: _____ Org: _____ Account: _____ Activity: _____

Adjunct Hourly Appointment:

Hourly Rate: _____

Type of Adjunct Hourly Appointment	Job ECLS	Description	Valid FTE Values (Hours per week)	Estimated Number of Hours each Work Week
Casual Hourly	JH	Appointments made for a single event or recurring short-term events for staff whose total commitment is expected to be 4 hrs or less per week.	0.100 or less (4 hrs or less)	
Part-Time Hourly	CH	Appointments for staff whose total commitment is expected to be between 4.01 and 29.96 hours per week.	0.101 to 0.749 (4.01 to 29.96 hrs)	
Full-Time Temporary Hourly	DH	Appointments for staff whose total commitment is expected to be at least 30 or more hours per week. Appointments may be renewed for a total of 3 years.	0.750 to 1.000 (30 to 40 hrs)	
Student Hourly	SH	Student appointment.	0.001 to 1.000 (0.04 to 40 hrs)	
College Work Study	SW	Student appointment under College Work Study.	0.001 to 1.000 (0.04 to 40 hrs)	

Adjunct Salaried Appointments:

Estimated Appointment Amount: _____

Daily Rate: _____

Type of Adjunct Salaried Appointment	Job ECLS	Description	Valid FTE Values (Days Per week)	Estimated Number of Days each Work Week
Casual Salaried	JE	<i>Given the FTE calculations under the ACA, this category is no longer valid. All casual employees should be hourly.</i>	0.100 or less	Not applicable. Pay as casual hourly.
Part-Time Salaried	CE	Appointments for staff whose total commitment is expected to be 1, 2 or 3 days per week. Exempt staff are required to work full days.	1 day = 0.200 2 days = 0.400 3 days = 0.600	
Full-Time Temporary Salaried	DE	Appointments for staff whose total commitment is expected to be 4 or 5 days per week. Exempt staff are required to work full days. Appointments may be renewed for a total of 3 years.	4 days = 0.800 5 days = 1.000	

Supervisor's Name (Type or print clearly)

Date

Employees hired to work 30 hours per week or more may be eligible for coverage under the Affordable Care Act.

Last Revised: 05.25.2016