

HIRING A TEMPORARY EMPLOYEE

NOTE - All forms mentioned below are available at the following websites:

HRRIS Forms: <http://hr.umich.edu/hrris/forms/index.html>

Payroll Forms: <http://www.payroll.umich.edu/formreq.html>

UM Student Employee

To be employed at the University, U-M Ann Arbor students must complete an online Student Employment Application on the [Wolverine Access Student Business page](#).

- Employee completes Student Employment Application.
 - Go to: <http://wolverineaccess.umich.edu/>
 - Under **STUDENTS**, click on **STUDENT BUSINESS**
 - **LOGIN**
 - Go to: **JOB/BENEFIT INFORMATION**
 - Click on: **STUDENT EMPLOYMENT APPLICATION**
 - Students with ACTIVE (Status = “A”) appointments within the University must:
 - **Print off a copy of their “Student Information” page**
 - Obtain “Releasing Department’s Signature” on the printout to show that their other employing department has been contacted.
 - **Notify Hiring Supervisor that the online application has been completed!**
 - Hiring Supervisor MUST confirm that U-M Ann Arbor student has completed the online application.
 - Go to: <http://wolverineaccess.umich.edu/>
 - Under **Faculty & Staff**, click on **University Business**
 - Under **University Business**, click on **M-Pathways Student Administration & Human Resources Management System**
 - Click on:
 - **Workforce Administration**
 - **Job Information**
 - **Student Temporary Processing**
- (Print off a copy of the “Student Information” page if Student hasn’t already)*

1. Hiring Supervisor completes form 37000A, **U of M Ann Arbor Student Temporary Appointment Change** form: http://hr.umich.edu/hrris/forms/pdfs/37002A_2009_07_27.pdf
 - Hiring department must complete Part 2
(Effective Date, Dept ID, Job Code, Job Code Title, Hourly Rate, ShortCode).
 - Hiring Department completes the Contact Person information, Supervisor information, Remarks and Authorized Signature(s), etc.

2. Employment Eligibility Verification (Federal Form I-9)
<http://hr.umich.edu/hrris/forms/pdfs/I-9.pdf>
Supervisor checks the “ALERTS” section of the Student Information page to confirm whether and I-9 is needed.
 - Employee completes Section 1.
 - Hiring Department completes Section 2 and Certification section.
3. Upon employment, employee must complete Tax & Paycheck Distribution information. W-4 and Direct Deposit information may be submitted electronically through:
 - **Wolverine Access**
 - **Student Business**Or, go to the Payroll Office website for the following forms:
 - Federal W-4 <http://www.irs.gov/pub/irs-pdf/fw4.pdf>
 - Michigan W-4 http://michigan.gov/documents/mw4f_76761_7.pdf
 - Direct Deposit Authorization Form or U.S. Mail Authorization Form
<http://www.payroll.umich.edu/formreq.html>
4. Send completed paperwork (with appropriate approval and signatures) to:
DSA Finance and HR Office
2400 Michigan Union, 1308

UM Student Work-Study Employee

1. Department determines that their position and employee are eligible for Work-Study credit.
 - Employee completes Student Employment Application.
 - Go to: <http://wolverineaccess.umich.edu/>
 - Under **STUDENTS**, click on **STUDENT BUSINESS**
 - **LOGIN**
 - Go to: **JOB/BENEFIT INFORMATION**
 - Click on: **STUDENT EMPLOYMENT APPLICATION**
 - Students with ACTIVE (Status = “A”) appointments within the University must:
 - **Print off a copy of their “Student Information” page**
 - Obtain “Releasing Department’s Signature” on the printout to show that their other employing department has been contacted.
 - **Notify Hiring Supervisor that the online application has been completed!**

- Hiring Supervisor MUST confirm that U-M Ann Arbor student has completed the online application.
 - Go to: <http://wolverineaccess.umich.edu/>
 - Under **Faculty & Staff**, click on **University Business**
 - Under **University Business**, click on **M-Pathways Student Administration & Human Resources Management System**
 - Click on:
 - **Workforce Administration**
 - **Job Information**
 - **Student Temporary Processing**

(Print off a copy of the “Student Information” page if Student hasn’t already)

- Hiring Supervisor completes form #37000A, **U of M Ann Arbor Student Temporary Appointment Change** form: http://hr.umich.edu/hrris/forms/pdfs/37002A_2009_07_27.pdf
 - Hiring department must complete Part 2
(Effective Date, Dept ID, Job Code, Job Code Title, Job Posting #, Hourly Rate, ShortCode).
- Hiring Department confirms that U-M Student has been awarded Work Study
 - View in M-Pathways within **Student Information**, “**Work-Study Information**” section
 - On the Appointment Change form:
 - Check “YES” for “Is this a Work Study approved position”
 - Include the Job Posting # for the Work Study position that was posted on the Student Employment website.
- Hiring Department completes the Contact Person information, Supervisor information, Remarks and Authorized Signature(s), etc.

2. Employment Eligibility Verification (Federal Form I-9)

<http://hr.umich.edu/hrris/forms/pdfs/I-9.pdf>

Supervisor checks the “ALERTS” section of the Student Information page to confirm whether and I-9 is needed.

- Employee completes Section 1.
- Hiring Department completes Section 2 and Certification section.

3. Upon employment, employee must complete Tax & Paycheck Distribution information. W-4 and Direct Deposit information may be submitted electronically through:

- **Wolverine Access**
- **Student Business**

Or, go to the Payroll Office website for the following forms:

- Federal W-4 <http://www.irs.gov/pub/irs-pdf/fw4.pdf>
- Michigan W-4 http://michigan.gov/documents/mw4f_76761_7.pdf
- Direct Deposit Authorization Form or U.S. Mail Authorization Form
<http://www.payroll.umich.edu/formreq.html>

4. Send completed paperwork (with appropriate approval and signatures) to:
DSA Finance and HR Office
2400 Michigan Union, 1308

NOTE:

- Work-Study appointments are valid for only one academic year (September - April).
- Work-Study appointments must be identified as such on form #37000A, **U of M Ann Arbor Student Temporary Appointment Change** form.
- Units may access the U of M Student Employment website at:
<http://www.studentemployment.umich.edu/>
- Send completed paperwork to:
DSA Finance and HR Office
2400 Michigan Union, 1308

Non-UM Student Employee or Non-Student Employee

1. Use form #37000 “Temporary Employment”
 - http://hr.umich.edu/hrris/forms/pdfs/37000_11909_s.pdf
 - Employee completes pages 1 and 3 of the U of M Temporary Employment Form.
 - Employee completes Part 3 on the bottom portion of page 2 (“To Be Completed By Temporary Employee After Hire”).
 - Hiring department must complete the Hire/Change Information section on Page 2 (Effective Date, Dept ID, Job Code, Job Title, Hourly Rate, Short Code).
 - Hiring Department completes the Contact Person information, Supervisor information, and Authorized Signature(s), etc.
2. Employment Eligibility Verification (Federal Form I-9)
<http://hr.umich.edu/hrris/forms/pdfs/I-9.pdf>
 - Employee completes Section 1.
 - Hiring Department completes Section 2 and Certification section.
3. Upon employment, employee must complete Tax & Paycheck Distribution forms:
4. Federal W-4 <http://www.irs.gov/pub/irs-pdf/fw4.pdf>
5. Michigan W-4 http://michigan.gov/documents/mw4f_76761_7.pdf
6. Direct Deposit Authorization Form or U.S. Mail Authorization Form:
<http://www.payroll.umich.edu/formreq.html>
7. Send completed paperwork (with appropriate approval and signatures) to:
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2400 Michigan Union, 1308

CHANGING STUDENT & NON-STUDENT TEMPORARY APPOINTMENTS

Same Short Code

- Use form #37000A for UM Student Employee, or form # 37000 for Non-Student Employee.
 - * UM Student Form: http://hr.umich.edu/hrris/forms/pdfs/37002A_2009_07_27.pdf
 - * Non-Student Form: http://hr.umich.edu/hrris/forms/pdfs/37000_11909_s.pdf
- Department completes the **Appointment Change Information** (U-M Student) or **Hire/Change Information** (Non-Student)
(Effective Date, Dept ID, Job Code, Job Title, Hourly Rate, Short Code).

Additional Appointment

(Employee is presently employed elsewhere at the U of M)

- Use form #37000A for U-M Ann Arbor Student Employee, or form # 37000 for Non-Student Employee.
 - * UM Student Form: http://hr.umich.edu/hrris/forms/pdfs/37002A_2009_07_27.pdf
 - * Non-Student Form: http://hr.umich.edu/hrris/forms/pdfs/37000_11909_s.pdf
- Department completes form #37000A, or Page 2 of form #37000 as applicable.
- Manager of “other” Department must sign appropriate documentation:
 - UM Student
 - **Print off a copy of their “Student Information” page**
 - Obtain “Releasing Department’s Signature” on the printout to show that their other employing department has been contacted.
 - Non-Student Employee
 - Employee must complete Page 1 of the Temporary Employment form
 - Under “U of M Employment” obtain “other employing department(s) signature(s)”
- * *If the existing appointment has ended, the “other” department should complete the Termination Information section on Page 2.*
- Hiring Department completes the Appointment Change Information (UM Student) or Hire/Change Information (Non-Student) section on Page 2 (Effective Date, Dept ID, Job Code, Job Title, Hourly Rate, Short Code).
- Send completed paperwork (with appropriate approval and signatures) to:
DSA Finance and HR Office
2400 Michigan Union, 1308

TERMINATION OF TEMPORARY EMPLOYMENT (U-M STUDENT OR NON-STUDENT)

- Use form #37000A for UM Student Employee, or form #37000 for Non-Student Employee
 - * UM Student Form: http://hr.umich.edu/hrris/forms/pdfs/37002A_2009_07_27.pdf
 - * Non-Student Form: http://hr.umich.edu/hrris/forms/pdfs/37000_11909_s.pdf

- Unit Manager completes the “Termination Information” section on the appropriate form. (Empl Rcd #, Dept ID, Job Code, First Day NOT Worked).
- Choose one box for “Reason” for Termination.
- Choose one box for “Recommended for Rehire”
- Complete the “Contact Person, Supervisor, Department, Contact Campus Address, Campus Zip and Campus Phone” section.
- Add appropriate comments to the “Remarks” section.
- Obtain departmental “Authorized Signature and Date.”
- Send completed paperwork to:
 - DSA Finance and HR Office
 - 2400 Michigan Union, 1308