

# Appointment Recommendation for Temporary Help (Less than 16 weeks; no presidential letter)

**Form #10**

*Revised 9/03 YELLOW ORIGINAL*

New Appointment – Needs I-9 (complete in Office of Human Resources) (Complete all items below)

Reappointment (complete only \* items)

\*Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

SS#: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Department: \_\_\_\_\_

Payroll Title: \_\_\_\_\_

Campus Title: \_\_\_\_\_

\*Employment Dates: \_\_\_\_\_ To: \_\_\_\_\_

\*Salary: \_\_\_\_\_ Pay Basis:  hrly:  biw.  sem. \_\_\_\_\_ hrs per wk

\*Account #: \_\_\_\_\_  PSR  Temp Service

\_\_\_\_\_  
(Signature – Supervisor)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature – Dean/Next Level)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature – Vice President)

\_\_\_\_\_  
(Date)

<i>Payroll Verification</i>	
<i>Total Actual Pay</i> _____.	
<i>By:</i> _____	<i>Date:</i> _____.

<i>Business Office Verification</i>	
<i>By:</i> _____ <i>Date:</i> _____.	

<i>Human Resources Verification</i>	
<i>Line #</i> _____.	
<i>By:</i> _____	<i>Date:</i> _____.