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

- New Hire
- Change In Rate/Position
- W-4 & I-9 sent to HR ____________ Date

Name: ___________________________ USNH ID#: __________-

Last First Middle Initial

Employee Information: (Check the one box that applies)
- Casual Hourly (JH) – Appointments made for a single event or recurring short-term event. Expected to be generally up to 200 hours per fiscal year.
  Est. Hours/Week ______

- 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.
  Est. Hours/Week ______

- 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.
  Est. Hours/Week ______

- Student Hourly (SH)

- College Work Study - work study hire forms are available in the Financial Aid office. DO NOT COMPLETE THIS FORM

Stipend or Supplemental Pay

Hourly Rate: $___________ OR Contract Amount: $__________________(used for stipends and/or supplemental pay only)

Job Description: ________________________________________________________________

_____________________________________________________________________________

First Day of Appointment: _____/_____/_____

mm dd yy

Last Day of Appointment: _____/_____/_____

mm dd yy

*Timesheet Organization: ____________________________

Job Labor Distribution: 1UM050/_____

Fill in your Department Org:

Fund Org

Supervisor’s Name (Type or print clearly)

Date

Supervisor’s Signature

Approvals:

Human Resources

☐ Approved ☐ Not Approved ________________________ ____________________

Signature Date

Business Office

☐ Approved ☐ Not Approved ________________________ ____________________

Signature Date

Rev. 08/2013