

# TEMPORARY EMPLOYEE APPOINTMENT CHECKLIST

Revised May 29, 2009

## REQUIRED DOCUMENTS

NAME \_\_\_\_\_ DEPARTMENT \_\_\_\_\_

\_\_\_\_\_ REQUISITION [http://www.hr.wayne.edu/esc/forms/requisition\\_temporary\\_employee.doc](http://www.hr.wayne.edu/esc/forms/requisition_temporary_employee.doc)

\_\_\_\_\_ **HR-POS** Completed via **EPAF**

\_\_\_\_\_ EMPLOYEE DATA <https://hrms.wayne.edu/hrms/empdata.htm>

\_\_\_\_\_ APPLICATION FOR EMPLOYMENT  
[http://www.hr.wayne.edu/esc/forms/temporary\\_employment\\_application.pdf](http://www.hr.wayne.edu/esc/forms/temporary_employment_application.pdf)

\_\_\_\_\_ CONDITIONS OF EMPLOYMENT  
[http://www.hr.wayne.edu/esc/forms/conditions\\_of\\_employment\\_for\\_temporary\\_employees.pdf](http://www.hr.wayne.edu/esc/forms/conditions_of_employment_for_temporary_employees.pdf)

\_\_\_\_\_ I-9 OR OISS CLEARANCE FORM  
(I-9 must be completed in SOMHR for US citizen or Permanent Resident)

\_\_\_\_\_ U.S. VETERAN SURVEY [http://www.oco.wayne.edu/pdfs/vets\\_2008\\_3\\_revised.pdf](http://www.oco.wayne.edu/pdfs/vets_2008_3_revised.pdf)

\_\_\_\_\_ NEPOTISM STATEMENT (IF APPLICABLE)

\_\_\_\_\_ EXCEPTION TO HOURLY RATE MEMO (IF APPLICABLE)

\_\_\_\_\_ TAX FORMS:

\_\_\_\_\_ Federal

\_\_\_\_\_ State

\_\_\_\_\_ City

COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

QUESTIONS ABOUT THIS APPOINTMENT PACKET SHOULD BE DIRECTED TO:

NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_