

TEMPORARY EMPLOYEE APPOINTMENT CHECKLIST

Revised August 24, 2010

REQUIRED DOCUMENTS

NAME _____ DEPARTMENT _____

_____ REQUISITION 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

_____ CONDITIONS OF EMPLOYMENT
http://www.hr.wayne.edu/esc/forms/conditions_of_employment_for_temporary_employees.pdf

_____ *Employees must complete **Section I** of the employment eligibility verification via **I-9 Express** (<http://www.newi9.com/>) prior to the date of hire. ***U.S. citizens, permanent residents and non-resident aliens must finalize the I-9 verification process by appearing in person with the appropriate ORIGINAL documents at the School of Medicine Human Resources Office located in room 154 Lande on or before the date of hire between 8:30 and 5:00. (PROVIDE the email approval copy of the Work Authorization Request Form where applicable).**

The I-9 requirement is not necessary if the employee has completed the I-9 process at Wayne State University within the last three years.

_____ U.S. VETERAN SURVEY 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 _____