

Temporary Appointment Request Form

Today's Date: _____

Name of temporary employee (first, middle and last):

Enter one of the following (WMU employee id number, WIN or social security number):

Provide date of birth (mm/dd/yyyy) if this is a new employee to WMU:

Address (include street, city, state and zip code):

Dates of employment (list actual calendar dates, beginning and ending dates):

Supervisor's name:

Compensation, list hourly wage and maximum number of hours for the project:

Account to be charged (i.e. differential tuition or specific account code):

Purpose, list major duties (please be specific):

Remember all temporary appointments must be approved by the FSoA Director and Budget Analyst before a temporary appointment letter/form can be created.