

DEARBORN ADMINISTRATIVE GUIDE

Section: Faculty and Staff
Subject: Temporary Employment
Issued by: Human Resources/Affirmative Action
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Service Provided

Accept applications from individuals seeking temporary employment; refer applicant's credentials to departments and process temporary employment forms.

Primary Contact Person

Angela Yoon

Note: If above individual is not available, additional HR/AA staff will be available to assist you.

General Information

A completed [U of M Student Temporary Employment Form](#), [Temporary Employment Form \(non-U of M student\)](#), [Criminal Records Check Form](#), City, State and Federal Tax forms and an [I-9](#) form are required for each new temporary employee hired.

Any change in the appointment should be recorded using Page 2 of the Temporary Employment Form. Terminations should also be recorded on Page 2 of the Temporary Employment Form.

A Temporary Employment Wage schedule is available online at <http://www.umich.edu/%7Ehraa/erc/compensation.html>.

Primary References

Standard Practice Guide Sections:

- [201.24 Employment of Students](#)
- [201.57 Temporary Employment](#)
- [201.18 Employment of Non-U.S. citizens](#)
- [201.23 Appointment of Relatives \(Nepotism\)](#)