UNIVERSITY LIBRARY ONLY

Form 37001

TEMPORARY APPOINTMENT CHANGE

COMPLETE AND SUBMIT FORM TO:
HRRIS, 4073 WOLVERINE TOWER, CAMPUS ZIP 1281

UNIVERSITY OF MICHIGAN

PART 1: EMPLOYEE INFORMATION *(All fields on this form with asterisks are required.)*

*Last Name:	*First Name:	Middle Name:
*UMID:	Library Department:	Date Prepared:

Is this a Temporary Staffing Service Employee?

☐ Yes ☑ No

If Yes, contact TSS for authorization.

Is this a Work-Study approved position? ☐ **Yes** ☐ **No**

Changing the effective date of the Work Study position to: _____

PART 2: APPOINTMENT CHANGE INFORMATION

*Empl Rcd#	*Eff Date	*Dept ID	*Job Code	*Job Code Title	Job Posting #	*Hourly Rate	Projected End Date

List the data as it should appear after the change. NOT as it exists today. *The data may be the same as it exists today if you are only processing a change to Work Study effective date.*

PART 3: DEPARTMENT INFORMATION, REMARKS AND AUTHORIZATION

*Contact Person: Melissa Hepburn	*SupervlăẑNY	{upervisor {λƎyΓ·údzNŜ:	*[λōNI·Nè Department:
*Contact Person's Uniqname: mhepburn	Contact Campus Address: 3026 Shapiro Undergraduate Library	Campus Zip: 48109-1185	*Campus Phone: (734) 764-2546

Remarks:

***[I w Authorized SignaturŜY**	Date:
HR Authorized Signature:	Date:

Human Resources Service Centers:

Upon completion of this form, submit to one of the appropriate Human Resources Service Centers listed below.

U-M Ann Arbor HR
Employment Services
G250 Wolverine Tower
3003 S. State Street
Ann Arbor, MI 48109-1281
734-615-2000

U-M Ann Arbor HR
Temporary Staffing Services
G250 Wolverine Tower
3003 S. State Street
Ann Arbor, MI 48109-1281
734-763-5740

U-M Dearborn HR
1020 Administration Building
4901 Evergreen Road
Dearborn, MI 48128-1491
313-593-5190

U-M Flint HR
213 University Pavilion
303 E. Kearsley Street
Flint, MI 48502-1950
810-762-3150

NOTE: Termination of a Temporary Appointment and/or Temporary Staff Employee must be processed using Termination Workflow accessed via Wolverine Access and M-Pathways.