

PART-TIME/TEMPORARY EMPLOYEE APPOINTMENT

East Central University
Ada, Oklahoma 74820

Name of Employee: _____
SS# _____

Name of Position: _____ Effective date:

- Part-Time Employee
 Temporary Employee

Employee will work for the University approximately: _____ hrs/days

******Fringe Benefits do not apply to part-time/temporary employees.******

Salary or Wage Amount:

_____ Per Month

_____ Per Hour

Budget Charged:

- | | |
|---|------------------|
| <input type="checkbox"/> Educational & General | Department _____ |
| <input type="checkbox"/> Educ. & Gen. (Fed Grant) | Department _____ |
| <input type="checkbox"/> Auxiliary Enterprises | Department _____ |
| <input type="checkbox"/> Other | Department _____ |

Fund#: _____ Function#: _____ Object#: _____ Project#: _____

Supervisor _____

Date: _____

- Approved
 Not Approved

Vice President _____

Date _____

- Approved
 Not Approved

President _____

Date _____

Human Resource Office only:

Human Resource Officer _____

Computer Entered Date _____

I.D. No. _____

Date sent to payroll
