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# Temporary Employee Hiring Information

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## Physics Department

Contacts: HR Office (734) 936-1090  
450 Church Street (Randall Lab)  
Email: [physics.hr@umich.edu](mailto:physics.hr@umich.edu)

### Hiring:

#### *Current UM Students:*

- Complete the Student Employment Application: The application can be found on Wolverine Access (<http://wolverineaccess.umich.edu/>) under Student Business: Student Employment Application. Make sure that you complete or revise (if you already have one on file) all required fields.
- Complete the Federal I-9 Form: complete all required fields in Section 1, sign and date. You must present the form and required identification documents at a University Regional I-9 Office where Section 2 will be completed. Acceptable documents are listed with the I-9 form. The form and documentation instructions can be found at: <http://www.uscis.gov/files/form/i-9.pdf>
- Complete Tax and Direct Deposit Forms: You should complete a direct deposit authorization through Wolverine Access (under Student Business, Payroll and Compensation, Direct Deposit); you can also submit the paper form and mail it to University Payroll: <http://www.finops.umich.edu/payroll/forms/directdepositauthorizationform>
- Complete any additional requested forms: if you are an international student you may be asked to complete one or all of the following forms which can be found at the following links: <http://www.irs.gov/pub/irs-pdf/f8233.pdf> (8233 Form), [http://www.finops.umich.edu/system/files/Alien\\_Certificate.pdf](http://www.finops.umich.edu/system/files/Alien_Certificate.pdf) (Alien Certificate). These and any additional forms can be found in the HR Office.

#### *Non-UM Students:*

- The Physics HR Office will provide you with information regarding the application process through the University eRecruit system. The eRecruit system is accessed here: <http://umjobs.org/>
- Complete the Federal I-9 Form: complete all required fields of Section 1, sign and date. You must present the form and required identification documents at a University Regional I-9 Office where Section 2 will be completed. Acceptable documents are listed with the I-9 form. The form and documentation instructions can be found at: <http://www.uscis.gov/files/form/i-9.pdf>
- Complete Tax Forms: submit the completed forms to the HR Office. The forms can be found through the following links: <http://www.irs.gov/pub/irs-pdf/fw4.pdf>, <http://www.irs.gov/pub/irs-pdf/fw9.pdf>, [http://www.michigan.gov/documents/mw4f\\_76761\\_7.pdf](http://www.michigan.gov/documents/mw4f_76761_7.pdf). HR may ask you to complete forms in addition to the ones listed above.
- Complete the Direct Deposit Form: this can be completed through Wolverine Access, Employee Self-Service once your appointment is in Wolverine Access.

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### **All temporaries with an appointment in Physics acknowledge:**

- This is a temporary appointment within the Department of Physics and is not benefits eligible.
- I will notify other U-M Departments of this temporary appointment within the Department of Physics so actual weekly work time is coordinated and does not exceed stated limits.
- Actual work hours will NOT exceed 40 in any workweek without prior approval of my supervisor.
- Actual work hours will NOT exceed 29 in any workweek if enrolled full-time during a school term (for all U-M temporary appointments) **if I am a current U-M student.**
- Actual work hours will NOT exceed 20 in any workweek **if I am a foreign national student.**
- I am responsible for entering my actual work hours into the payroll system each pay period (time schedule based on the payroll calendar) and requesting approval of those hours by my supervisor if required.
- I will notify the HR Office if I will be taking an extended work break (longer than 4 months).
- If the HR Office is not notified of an extended work break and no work hours are submitted for eight consecutive pay periods, my appointment could be terminated.