

Department
O - _____

TEMPORARY SALARIED EMPLOYEE APPOINTMENT



Start Date: ___/___/___ End Date: ___/___/___

Position # _____

University of Maine System policy requires that ALL employees receive pay by direct deposit.

If not typed, use black or blue ink. White paper only.

Prepared By _____	Phone _____	Date _____
<input type="checkbox"/> IDS	<input type="checkbox"/> W-4/ W-4 ME	
<input type="checkbox"/> I-9	<input type="checkbox"/> Direct Deposit	
Completed forms must be attached or received by Payroll/HR to create an employee record and produce a paycheck.		
Deadlines for completed original to Human Resources: Prior to employee's start date or the 10 th of the month, which ever occurs sooner. All employees are required to complete I-9 within 3 days of beginning employment!		

PERSONAL DATA

1	Prefix	First Name	Middle I	Last Name	Suffix	MaineStreet ID #
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JOB INFORMATION

2	Hours worked per week	Supervisor Name	Position #	Job Code 7900	Total Salary \$		
3	Title			Campus Address			
Indicate amount of monthly installments:							
4	Month One \$	Month Two \$	Month Three \$	Month Four \$	Month Five \$	Month Six \$	Month Seven \$
5	Please describe essential duties of this position. A job description may be attached.						
6	Special work assignments, conditions or physical requirements (e.g. lifting, travel, chemicals, etc.).						

EARNINGS DISTRIBUTION

Earn Code	Start Date	End Date	Accounting ID (10 Digits)	Chartfields	Percent	✓ Soft Money
					%	<input type="checkbox"/>
Earn Code	Start Date	End Date	Accounting ID (10 Digits)	Chartfields	Percent	✓ Soft Money
					%	<input type="checkbox"/>

Please check if this employee will be paid either in part or full from a federal contract with the E-Verify clause:
 Contact Cliff Wilbur in the Office of Research and Sponsored Programs if you need help determining this status of your accounts.

Check here if additional distributions are included on reverse side or separate page.

Please make sure that the total % for each period of time equals 100%

Other Changes/Notes:

My signature below certifies that I accept the terms and conditions of this employment and have read and understood the information on the Temporary Salaried Employee Supplemental Notice. Any false or misleading information provided in the employment process, or in the verification of eligibility to work, may lead to dismissal of my employment.

Employee Date

Initiating Officer/Supervisor Date

Chair/Director Date

Dean Date

Vice President/Provost Date

Temporary Salaried Employee Supplemental Notice

To: The Individual Recommended for Employment

The following describes important policies affecting your employment. Please review this information carefully. Additional information about these policies can be found at <http://www.umaine.edu/hr>

The front side of this page documents the terms and conditions of your temporary employment. Assignments are made by the appropriate administrator. Changes in an official assignment may be made in the event of unusual or unforeseen circumstances and may be adjusted or retracted at any time due to lack of work or enrollment, or budgetary or programmatic reasons. Contact your supervisor or Human Resources at 581-1580 if you have any questions or concerns.

Your signature on the front of the TSEA form indicates your acceptance of the terms and conditions of your temporary employment. ***A paycheck cannot be initiated until the signed TSEA form, along with the completed I-9 and tax forms, is returned to Human Resources. The payroll deadline is the 10th of the month in which payment is to occur. Salaried employees are paid on the last working day of the month.***

By law, new University employees are required to verify their eligibility to accept employment within THREE business days of their first day of work. A social security card and a driver's license are examples of documents that may be used for this verification which must be completed in Payroll (120/124 Corbett Hall). If you have had prior employment with the University, you will need to re-verify your payroll status (e.g. tax withholding, bank account numbers, etc.) with the Payroll Office. The University of Maine System requires that all employees receive their paycheck via direct deposit. Temporary employees are not eligible for benefits such as insurance, annual and sick leave, or tuition waiver.

University policy prohibits sexual harassment of either employees or students. A copy of this policy will be sent to you upon request. Any employee or student who violates this policy will be subject to disciplinary action. For additional information on your rights under this policy and the channels for reporting concerns related to sexual harassment, contact the Office of Equal Opportunity, at 581-1226.

The University of Maine is a tobacco-free campus. This policy applies to faculty, staff, students, contractors, vendors and visitors. The use of tobacco and all smoking products is not permitted on any university-owned property, which includes but is not limited to, buildings, university grounds, parking areas, walkways, recreational and sporting facilities and university-owned vehicles. Tobacco use by definition includes the possession of any lighted tobacco products, or the use of any type of smokeless tobacco.

The University of Maine provides reasonable accommodations for qualified individuals with disabilities. Requests for accommodation should be directed to Karen Kemble, Director of Equal Opportunity at 581-1226. The University's conflict of interest policy outlines both the obligation of employees to talk to their supervisors about potential conflict situations and the University's responsibility to respond promptly to these situations. A copy of this policy will be sent to you upon request.

The University of Maine's Annual Security Report includes statistics on reported crimes that have occurred on or near campus, as well as University policies concerning campus security. Copies of the report are available upon request from the Police Department, University of Maine, 81 Rangeley Road, Orono, ME, 04469-5794, by calling (207) 581-4048, or at www.umaine.edu/security.

In complying with the letter and spirit of applicable laws and pursuing its own goals of diversity, the University System shall not discriminate on the grounds of race, color, religion, sex, sexual orientation, including transgender status or gender expression, national origin, citizenship status, age, disability, or veteran's status in employment, education, and all other areas of the University. The University provides reasonable accommodations to qualified individuals with disabilities upon request.

Questions and complaints about discrimination in any area of the University should be directed to the Office of Equal Opportunity, The University of Maine, Room 101, 5754 North Stevens Hall, Orono, ME 04469-5754, telephone (207) 581-1226 (voice and TDD).