



# OLD DOMINION UNIVERSITY

## Temporary Employment Form

*Distribute the completed form via email for the necessary Adobe Signatures in Part C. You may attach the filled form to a New Mail by clicking this email button.*

Dept. Contact Person	Contact Email
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### PART A: General Information and Appointment Data

Last Name	First Name	MI	UIN
Employee Class	ODU Employment Status	Budget Code	Dept. Budget Position No.

### PART B: Employment and Payment Data

Start Date of Employment	End Date of Employment	Total Pay	Payment Information	
			Pay Date	Amount
Please describe the purposes and benefits of this appointment below.				
			Total Earnings	

### PART C: Budget Authorization

*BUD signature certifies that this faculty member has completed all the employment requirements.*

*Use your **Adobe Signature** below (requires at least Adobe Acrobat Reader)*

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Budget Unit Director

\_\_\_\_\_

Dean/AVP/Director

*Once the form has been completed and signed, please submit to Academic Affairs by clicking this button and uploading the form using OneDrive.*

### Academic Affairs Use Only

Comments \_\_\_\_\_

\_\_\_\_\_

AVP for Academic Affairs

## 4031 - Additional Data

### Non-Instructional New Employee Details

- The section below only needs to be completed for new employees
- This information is needed to create the UIN and to create an on-boarding account
  - Once on-boarding is complete, AA will fill in the UIN and process for payment
- Please allow at least two weeks before payments can begin

Department		Home Budget Code
Hire Date	Personal Email	Birth Date

Street Address			
City	State	ZIP	Country