

MARYMOUNT MANHATTAN COLLEGE
PART-TIME EMPLOYEE HIRING FORM

HR/Payroll Use Only

ADP File # _____

Time & Attendance Y / N

1. Position Information Do not use this form to hire student employees

Name _____

☐ Adjunct Faculty ☐ Regular Part-time ☐ Temporary (3 months or less) ☐ Other _____

Department Name _____ Budget Code _____ - _____ - _____
Fund Object Code Dept. #

Position Title _____

☐ Rehire ☐ Additional Position ☐ Newly created Position ☐ Replacement (for _____)

Reports to: _____

Total Hours (per fiscal year) _____ Rate: \$ _____ Total Projected Cost _____

☐ Per Course ☐ Per Hour ☐ Flat Rate – indicate # of payments _____ ☐ Other _____

Proposed Start Date ____/____/____ End Date ____/____/____ (End date must be included)

2. This section for Adjunct positions ONLY Semester/Session: _____

Course Name Course # Section# #Credits

3. Department Approvals

Mgr./Director/Chair/Dean _____ Date ____/____/____
(Print & Sign Name)

Manager/Director/Dean (if app.) _____ Date ____/____/____
(Print & Sign Name)

Area Vice President _____ Date ____/____/____
(Print & Sign Name)

President (if app.) _____ Date ____/____/____

4. Budget Approval

Funds Available ☐ Yes ☐ No \$ _____ Obj. Code _____ Dept. _____
Amount Available

Comments _____

Budget Approval _____ Date ____/____/____
(Print & Sign Name)

5. Human Resources Approval

Background Check Cleared: Yes ☐ No ☐ N/A ☐

Union _____ Director: _____ Date ____/____/____
HR USE ONLY (Print & Sign Name)

Actual Start Date ____/____/____ End Date ____/____/____

6. Notes (Use to Indicate 2nd job, etc.)