

# Rutgers University Human Resources

## Summer Employment Form for Ten-Month Employees (Not Dining/Housing)

Employee ID: \_\_\_\_\_ Record Number: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Department ID: \_\_\_\_\_ Dept Name: \_\_\_\_\_

Employee's Class 1 \_\_\_\_\_ Class 1 \_\_\_\_\_

Job Code: \_\_\_\_\_ Job Title: \_\_\_\_\_

Standard Hours \_\_\_\_\_ Hourly Pay \_\_\_\_\_

Worked Per Week: \_\_\_\_\_ Equivalent: \$ \_\_\_\_\_

Appt. Start Date: \_\_\_\_\_ Appt. End Date: \_\_\_\_\_

<b>Job Code: 03000, Summer Temp 10-month - Nonexempt</b>	
Hourly Pay: \$ _____	
Start Date: _____	End Date: __ 8/31/XX (Last possible day worked in this job code)
Department ID: _____	Department Name: _____
Estimated Hours Worked Per Week: _____	
Or, specify the days the employee will work: _____	
Brief description of temporary summer job duties:  	
In comparison to the job duties of the employee's regular, Class 1 position is the summer work expected to be performed: Same: _____ Modified: _____ Different: _____	

The individual below has approved submission of this request and certifies that the information in this document is accurate and complete.

Name of Supervisor (Print): \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Signature of Employee Accepting: \_\_\_\_\_ Date: \_\_\_\_\_

HR Consultant Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Initial