

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: _____

Job Code: 03000, Summer Temp 10-month - Nonexempt

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