



**REQUEST TO EMPLOY
PART-TIME NON-BENEFITED POSITION**

Employees working in AFSCME or AFSCME-like benefited positions are not exempt from federal overtime laws. Therefore, they are not authorized to work as a contracted (non-benefited) employee.

Original Modification

(Explain Modification Clearly)

HR/CMS ID/RECORD#

New Employee Rehire Current Employee NECC Student? Yes NO POSITION #

**NAME: Last: First: MI:

ADDRESS: Street: City: State: Zip Code:

Position Title: MCCC Professional Staff Telephone #

Department: Supervisor:

RESPONSIBILITIES: (Please be detailed and specific or attach a full job description) * Use this section to explain contract modification.

Will this position be reporting time electronically: YES NO

EMPLOYMENT DATES: From: To: = Total Weeks

Hourly Employees: (employee and supervisor should sign below)
Hours should not exceed 18 weekly or 936 hours per year (Hourly employees must complete weekly time sheets)

Total Weekly Hours Allotted: Total Annual Hours Allotted:

Total Worked Hours Allotted: Total Leave Hours Allotted: Hourly Rate:

Stipend:

ACCOUNTING INFORMATION MUST BE COMPLETED FOR ALL EMPLOYEES.

Org: Grant/Contract Name: Program:

Account: Funding Source:

Comments for the Financial/ Accounting Information:
(Example: Funds moved from one account to another)

For further description of account and program fields please refer to directions to complete form at: <http://facstaff.necc.mass.edu/wp-content/uploads/2010/06/hr-request-form-directions.pdf>

Employee Title & Signature:	<input type="text"/>	Date:	<input type="text"/>
Direct Supervisors Title & Signature:	<input type="text"/>	Date:	<input type="text"/>
VP or Dean's Title & Signature:	<input type="text"/>	Date:	<input type="text"/>
Accounting and Finance Signature:	<input type="text"/>	Date:	<input type="text"/>

PAYROLL/HUMAN RESOURCES USE ONLY

credits for Student Employees Date Received Emp Class:

Medicare OBRA

TIME REPORTED TYPE: COMELAPSED COMPUNCH P/T Faculty C01 Student C05 HR INITIALS:

WORKGROUP: HENOBEN SSHENOBEN Other C04