

Marymount Manhattan College
PART TIME CREDIT TEACHING APPOINTMENT
 (This form must be typewritten; Attach Resume/Vitae for New Employee)

A: Candidate:

Name: _____ Title: _____
last first m.i.

Address: _____ SS #: | | | | | | | | | |
9 digits

Dept Name: _____ Dept. Number: | | | | | |
name 5 digits

Highest Degree Attained: _____ Terminal Degree? Yes ___ No ___

Semester/Session: _____ Currently on MMC Payroll? Yes ___ No ___

Rate per 3 Crd Course: Adjunct _____ Independent Study _____

Course Name	Course #	Section #	# Crds	# Students

Department Chair: _____ / / .
signature date

Academic Vice President: _____ / / .
signature date

B. Personnel Department:

Job Categories: Exempt _____ Non-Exempt _____ Completed I-9 ___
 Job Codes: Title _____ Type _____ Class _____ Completed W-4 ___

Remarks: _____

Personnel Director: _____ / / .
signature date

C. Budget & Payroll Department:

Funds Encumbered: _____ Position No: | | | | | | .

Course	Section	Amount	GL	Expense Code	Dept

Remarks: _____

Computer Coded:

Budget & Payroll Director: _____ / / .
signature date