



# APPOINTMENT MEMORANDUM

Southeast Missouri State University  
Cape Girardeau, MO 63701

Date \_\_\_\_\_

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_  
(Last, First, Middle Initial)

Position Title \_\_\_\_\_

Department \_\_\_\_\_

Anticipated Appointment Period \_\_\_\_\_ to \_\_\_\_\_ Amount \$ \_\_\_\_\_ per \_\_\_\_\_ month \_\_\_\_\_ hour

This appointment is subject to University Policy and Procedures, both as they now exist and as the University may, from time to time, change, amend, add or delete such policies and procedures. This position is temporary and does not participate in the University benefit program. Temporary employment is anticipated for the period shown above; however, by accepting this offer of temporary employment, the employee acknowledges that both employee and employer may terminate the employment at any time, with or without reason or for no reason. If termination of this employment occurs prior to the end of the Anticipated Appointment Period, the University is obligated only to pay for work completed through the termination date.

Staff appointment provisions are described in the University's Business Policy and Procedures Manual (classification 03). This document contains University policies and procedures and is available from your department supervisor.

Special Provisions \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Accepted and Signed: \_\_\_\_\_

University Official: \_\_\_\_\_

**Director, Human Resources**

## For Office Use Only

### ACCOUNT INFORMATION

Acct. No.      %Sal.      % Full Time  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Wage Code: \_\_\_\_\_ Hourly      \_\_\_\_\_ Full-time  
   \_\_\_\_\_ Salary      \_\_\_\_\_ Part-time

On-Call:      \_\_\_ Yes      \_\_\_ No

Payroll Code:      \_\_\_ S. State      \_\_\_ L. Local