



DIVISION OF HUMAN RESOURCES

**VERIFICATION OF EMPLOYMENT
FOR MSU ID CARD**

EMPLOYEE NAME: _____

WORK TITLE: _____

DEPARTMENT: _____

DATE OF HIRE: _____

EMPLOYMENT STATUS:

- | | |
|--|---|
| <input type="checkbox"/> Classified/Civil Service | <input type="checkbox"/> (Part-time (Percentage) |
| <input type="checkbox"/> Managerial | <input type="checkbox"/> Limited Duration Employee* |
| <input type="checkbox"/> Unclassified/Professional | <input type="checkbox"/> Per Diem Professional |
| <input type="checkbox"/> Faculty | <input type="checkbox"/> Other _____ |

EMPLOYEE SIGNATURE: _____ **DATE:** _____

HUMAN RESOURCES SIGNATURE: _____ **DATE:** _____

UNIVERSITY ID CARD OFFICE: *Located in the Student Center first floor. Regular Office Hours: M-F 8:30 am 4:30 pm – Telephone Number: 973-655.4147. **For security purposes, please bring proof of identification for self and family members.** (Picture ID, Social Security Card, Birth Certificate, Passport, etc. – photo copies are acceptable.)*

PARKING SERVICES OFFICE: *Located in the Red Hawk Deck first floor. Regular Office Hours: Mon & Thurs 8:30 am – 7 pm; Tues, Wed, Fri 8:30 am – 4:30 pm); Telephone Number: 973-655-7580*

**COMPLETE THIS SECTION FOR TEMPORARY SERVICE OR PER DIEM EMPLOYEE
PARKING PERMITS**

***Temporary Service Employee** parking permits are valid for 90 days from the date of hire (unless an extension is approved by the Division of Human Resources/Staffing Services).

***Per Diem Employee** parking permits are valid for one year from the date of hire.

PARKING PERMIT IS VALID FROM: _____ **THROUGH** _____

Parking Services: _____ **Date** _____