



**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"/> Temporary Service Employee (TSE)* |
| <input type="checkbox"/> Unclassified | <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 _____

HR Initial _____ Date _____ Parking Services: _____ Date _____