

# DIVISION OF HUMAN RESOURCES

**VERIFICATION OF EMPLOYMENT FOR MSU ID CARD**

**EMPLOYEE NAME:**

**WORK TITLE: \_ DEPARTMENT:**

**DATE OF HIRE:**

**EMPLOYMENT STATUS:**

 Classified/Civil Service

 Managerial

 Unclassified/Professional

 Faculty

 (Part-time (Percentage)

 Temporary Employee\*

 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 EMPLOYEE PARKING PERMITS

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

Parking Services: Date