

Employment Guidelines and Forms

- Academic Faculty Guidelines Form
 - Adjunct Faculty Guidelines Form
- Casual (Primary) Employees Guidelines Form
 - Research Extension Faculty & Post Docs Guidelines Form
 - Staff Regular Employees Guidelines (Includes Supplemental Casuals)
- Student Employment Guidelines Form

Submit a completed <u>Lincoln University Monthly Timesheet</u> on the first working day of the month for the work done in the previous month to the Payroll Office, Room 310 Young Hall.

When Casual, Adjunct and Temporary employees leave LU, generate a <u>Distribution E-mail</u> to be sent to Human Resources, Payroll, Campus Police, Bldg & Ground and ERP.

• Please identify the exiting employee by Name, Datatel #, Position Title, Department and Termination date in the email.