



UNIVERSITY OF SOUTHERN MAINE

Human Resources
END
Short Work Break Form

Shaded area for Human Resources office use ONLY:

Processed By: Data Entry Date:
To ensure accuracy, please complete this form ONLINE
Prepared By: Phone: Date
Deadlines for completed original to Human Resources:
WHEN EMPLOYEE RETURNS TO WORK
(Please use Sunday date prior to First Day back)

Classified Employees ONLY

Effective RETURN Date (Please use Sunday date Prior to First Day back)

Personal Data
Last Name (LEGAL NAME) Suffix First Name (LEGAL NAME) M.I. Maine Street Employee ID #
Department First Day worked
Mailing Address (only if different or changing)
City State Zip

REMARKS:

Initiating Office Date please type name
Supervisor Date please type name

Return to: Payroll Department - 128 School Street - Gorham Campus