**Employee Request – New Appointment or Distribution**

***PI/Faculty Manager please fill out SECTION 1 completely and sign below. (Employee will be entered into the payroll system after all campus approvals are verified.)***

**SECTION 1: MANAGER REQUEST TO HIRE**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Employee (Legal) Name: |  |  |  | Email: |  |
|  |  |  |  |  |  |  |
|  | Student Status (circle one): Grad / UG |  |  |  | Home Dept: |  |
|  |  |  |  |  |  |  |
|  | Job Code (circle one): Student Assistant I  GSR w/tuition and fee remission |  |  | Proposed Pay Rate: | Project Name: |  |
|  |  |  |  |  |  |  |
|  | Proposed Effective Date: |  |  | Proposed End Date: | % Time: |  |
|  | | | | | |  |
| Description of Duties (Attach additional pages, if needed. Please be detailed.) Include the following:  -Duties the employee will perform and how often  -Name of project student is assigned to  -Grad students only: Are the duties being performed towards the student’s degree objectives? | | | | | |  |
|  |  |  |  |  |  |  |
|  | Reports To (PI/Manager Name): |  |  |  | PI/Manager Home Department: |  |
|  |  |  |  |  |  |  |

**SECTION 1 APPROVAL**

**\*PI/Manager Signature**

**Date**

**SECTION 2: PAYROLL CONFIRMATION**

|  |  |  |
| --- | --- | --- |
| Employee (Legal) Name | Employee Status (circle one) Active Inactive Separated | Perm # |
| Position Status (circle one)  New Position Existing Position | Position # | Job # |
| Pay Schedule (circle one) MO Exc MO Pos BW | Job Effective Date | Appointment End Date |

Distribution 1

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Effective Date | End Date | | Rate/Per | | %/FTE |
| Project Code LAFS | | % to Code | | MAX hours on code | |

Short Work Break Begin Date

Short Work Break End Date

Distribution 2

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Effective | End | | Rate | | % |
| Project Code LAFS | | % to Code | | MAX hours on code | |

Short Work Break Begin Date

Short Work Break End Date

Distribution 3

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Effective | End | | Rate | | % |
| Project Code LAFS | | % to Code | | MAX hours on code | |

**SECTION 2 APPROVAL**

**Business Officer**

**Date**