

**REQUEST TO EMPLOY**

NAME \_\_\_\_\_ SSN OR BANNER ID \_\_\_\_\_

ADDRESS \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

HOME TELEPHONE NUMBER \_\_\_\_\_ RACE \_\_\_\_\_ GENDER \_\_\_\_\_

SUPERVISOR'S NAME: \_\_\_\_\_ **Note:** Employee cannot start until effective date is both established and confirmed by Human Resources.

PROPOSED START DATE: \_\_\_\_\_ TITLE \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ OFFICE PHONE \_\_\_\_\_

CAMPUS LOCATION \_\_\_\_\_ BUILDING/ROOM NUMBER \_\_\_\_\_

FUND NUMBER \_\_\_\_\_ ORG NUMBER \_\_\_\_\_ ACCOUNT NUMBER \_\_\_\_\_

PROGRAM NUMBER \_\_\_\_\_ POSITION NUMBER \_\_\_\_\_

(For Faculty appointments, please designate type of contract.) CLASSIFICATION

TENURE TRACK \_\_\_ TEMPORARY \_\_\_ TERM \_\_\_ EMERGENCY (F9) \_\_\_

FISCAL  ACADEMIC  FULL TIME  PART TIME

FOR TEMPORARY AND EMERGENCY EMPLOYEES: CONTRACT END DATE? \_\_\_\_\_

FOR ADJUNCT FACULTY, HOW MUCH TO PAY PER CREDIT HOUR? \_\_\_\_\_

SALARY \_\_\_\_\_ ANNUAL  MONTHLY  HOURLY  OTHER

SPECIAL CONDITIONS: (please specify) \_\_\_\_\_

**APPROVAL**

\_\_\_\_\_  
DEPARTMENT HEAD/DIRECTOR      DATE      DEAN/EXECUTIVE DIRECTOR      DATE  
(if applicable)

\_\_\_\_\_  
BUDGET OFFICE      DATE      ACADEMIC ADMIN SERVICES      DATE  
(if requesting for Adjunct Faculty)

\_\_\_\_\_  
HUMAN RESOURCES /      DATE      VICE PRESIDENT / DIVISION HEAD      DATE  
AFFIRMATIVE ACTION

\_\_\_\_\_  
PRESIDENT      DATE  
(if applicable)

\_\_\_\_\_  
PAYROLL

\_\_\_\_\_  
DATE

**SIGNATURES NEEDED FOR  
“REQUEST TO EMPLOY NEW PERSONNEL” FORM**

Approval – Not all signatures are required. Required signatures will be dependent on the administrative level initiating the request.

FOR EXAMPLE:

1. If initiated by a Director, signatures will be required by the appropriate Executive Director, Budget Director, Human Resources / Affirmative Action, appropriate Vice-President / Division Head and the President.
2. If initiated by a Department Head, signatures will be required by the appropriate Dean, Budget Director, Human Resources / Affirmative Action, the Vice-President / Division Head and the President.
3. If initiated by a Dean, signatures will be required by the Budget Director, Human Resources / Affirmative Action, the Vice-President / Division Head and the President.
4. If initiated by an Executive Director, signatures will be required by the Budget Director, Human Resources / Affirmative Action, appropriate Vice-President / Division Head and the President.
5. If initiated by a Vice-President / Division Head, signatures will be required by the Budget Director, Human Resources / Affirmative Action, and the President.