

**NEW HIRE FORM***Use to appoint Staff (up to 900 hours) and Non-Academic Student Titles without recruitment*

Hiring Paperwork must be completed on or before the start of work

|  |
| --- |
| **INFORMATION BELOW IS REQUIRED FROM HIRING UNIT** |
| **Action Needed:** Choose an item. | **Supervisor:** Click here to enter text. |
| **Name of Hire (Last, First MI):** Click here to enter text. | **EID/SID (if known):** Click here to enter text. |
| **Contact Email:** Click here to enter text. | **Phone #:** Click here to enter text. |  |
| **Department:** Click here to enter text. | **Dept ID:** Click here to enter text. |  **Work Location** Choose an item. |
| **Use Position #:** Click here to enter text. **Or****Create a New Position using the following:****Working Title:** Click here to enter text.**Payroll Title (if no position #):** Click here to enter text.**Title Code (if no position #):** Click here to enter text. | **Appt. Type:** Choose an item. |  |
| **Start Date:** Click here to enter text. | **End Date:** Click here to enter text. |  |
| **Pay Rate:** Click here to enter text. | **Pay Type:** Choose an item. | [ ]  **Workstudy (Students Only)** |
| **Hours Per Week:** Click here to enter text. [ ]  Variable |  |
| CALTIME Use for hourly appointments only*;* will default to information below unless changed |
| **Meal Break:** 60 mins |  | **Shift Length:** 8 hrs | **Shift Occurs:** Day |
| **Friendly Name:** Click here to enter text.  | **Friendly Name Type:** Choose an item. |
| FUNDING INFORMATION |
| **Start Date** | **End Date** | **%** | **GLBU** | **Fund** | **Org/Dept** | **Prgm** | **Chartfield 1** | **Chartfield 2** | **Budgeted FTE** | **W-S Code** |
|       |       |       |       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |       |       |       |
| Chartstring for Certifications:Click here to enter text. |  |
| **APPROVALS (as needed)** |
| Attach email approval if needed in lieu of signature below |
| **Supervisor** | Name: Click here to enter text. | Signature:  |  |
| **Fund Manager** | Name: Click here to enter text. | Signature:  |  |
| **Unit Manager** | Name: Click here to enter text. | Signature:  |  |
| **INFORMATION BELOW WILL BE COMPLETED BY CSS HR STAFF** |
| **Time Code:** Choose an item. | **Pay Schedule:** Choose an item. | **Leave Code:** Choose an item. |
| **Comp Time Election:** Choose an item. | **Location:**Click here to enter text. | **Title Code:** Click here to enter text. |
| **Step:** Click here to enter text. | **Earning Code:** Choose an item. | **BELI:** Choose an item. |
| ADDITIONAL JOB REQUIREMENTS |
| [ ]  **Background Check** [ ]  **DMV License Pull** | [ ]  **CANRA Mandated Reporter** [ ]  **Physical Exam/Med** [ ]  **Other:** Click here to enter text. |
| Attached: [ ]  **Resume**  [ ]  **Job Description & PEM** [ ]  **Signed IOC** |