

Request for Non-Faculty (Staff) Appointment & Payroll Authorization

(To be completed to initiate appointment of full or part time staff)

Date Requested: _____ ID# _____ Employee Class: _____

- Male - Female SS# _____

Name: _____
Last First Middle

Address: _____
Street City State Zip Code

- Permanent Full Time - Permanent Part Time - Temporary - Summer

If part time or temporary: # of hours per week _____ # of weeks per year _____

Requested Title: _____ Grade: _____ FTE: _____
 (Full Time Equivalent)

Begin Date: _____ End Date (if applicable): _____

FOAPAL	Department/Grant Name	Funding %	Position #

Requested Annual Salary: \$ _____ or Hourly Rate \$ _____ - Bi-weekly - Monthly Over _____ mos

Does requested salary exceed the amount budgeted: - Yes - No

If yes, please specify how additional expense is to be funded: _____

Is this individual a non-resident alien? - Y - N

If yes: Country of Citizenship: _____ Country of Birth: _____
 City of Birth: _____ Date of Birth: _____

If the candidate is currently in the United States: - Y - N

Date of Arrival: _____ I-94 Number: _____ Current Non-Immigrant Status: _____

Location of U.S. Consulate to be Notified (HI only): _____

- Foreign National Visa Status: _____

Other/Comments:

Approval Signatures:	Code Employee Class Salary/Wage Account Codes
_____ Department Head Signature Date	AF Administrative - Full-time 6131
_____ Research Accounting Office or Budget office Date (Positions funded with Soft \$ or over Budget)	AP Administrative - Part-time 6131
_____ Division Head Date	AT Administrative – Temporary 6151
_____ Human Resources Date	CF Campus Police - Full-time 6161
	PF Plant Services - Full-time 6161
	SF Staff Full Time (non-exempt) 6141
	SP Staff Part time (non-exempt) 6141
	ST Staff Temporary 6151