

## Request to Hire/Reappointment Form

New Hire \_\_\_\_\_  
Last Name First Name Banner # or RF Employee ID#

Address: \_\_\_\_\_  
Street Address City State Zip Code

Email Address: \_\_\_\_\_

Project# \_\_\_\_\_ Task# \_\_\_\_\_ Award# \_\_\_\_\_ Start Date of Appointment \_\_\_\_/\_\_\_\_/\_\_\_\_  
End Date of Appointment \_\_\_\_/\_\_\_\_/\_\_\_\_

Title: \_\_\_\_\_ Grade: \_\_\_\_\_

Employee Classification:

SWR – regular

SWG – graduate

SWS Summer Only

SWU – undergraduate

Scope of Work:\*

Notes:

\*A job description may be required

Salary Information:

Salary: (Exempt and Non-Exempt Salary) indicate if this is a annual base or period salary  
\$ \_\_\_\_\_ Annual Period Salary Other \_\_\_\_\_

FTE: (full time equivalent) \_\_\_\_\_ (student appointments do not need an FTE)

Hourly Rate of Pay: \_\_\_\_\_ Projected hours per week \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ (if different from PI)

PI Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Return completed form to Patty Pritchard, RF Personnel Services Manager  
Office of Sponsored Programs & Research Compliance - FOB - N12

**Employees may NOT start work until all appointment paperwork has been completed with the Office of Sponsored**