

Request to Hire 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 SWU – Undergraduate only

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

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

Hourly Rate of Pay: _____

Supervisor Name: _____ (if different from PI)

PI Signature: _____ Date: _____

Printed Name: _____

Return completed form to Kathie Baker, RF Personnel Services Manager, Sponsored Programs & Research Compliance - OM B120

Employees may NOT start work until all appointment paperwork has been completed with the Office of Sponsored Programs and Research Compliance