



## REQUEST FOR NON-STUDENT HOURLY EMPLOYEE

**Duration of employment and position cannot exceed nine months in any twelve-month period.**

Name: \_\_\_\_\_ Net ID: \_\_\_\_\_  
Personal email: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
Position title: \_\_\_\_\_ Department: \_\_\_\_\_  
Account #: \_\_\_\_\_ Requested by: \_\_\_\_\_  
Begin date: \_\_\_\_\_ End date: \_\_\_\_\_

Justification for position:

Job description (briefly describe duties and responsibilities):

Hourly rate: \$ \_\_\_\_\_ No. of days/wk.: \_\_\_\_\_ No. of hrs./day: \_\_\_\_\_  
Total hours: \_\_\_\_\_ Total cost: \$ \_\_\_\_\_

### Non-student hourly EMPLOYEE review/acceptance of terms and hourly rate:

To confirm your acceptance of this appointment, please sign electronically. **By signing this offer letter, you are giving consent for Colorado State University Pueblo to conduct a background check on you; this background check will be performed by HireRight. You will receive email/text communication from HireRight to submit your information for the background check. Your appointment is contingent upon review and approval of your background check, pursuant with the Background Checks for Employment Purposes policy (<https://www.csupueblo.edu/general-counsel/doc/background-checks-for-employment-purposes-policy.pdf>).**

Employee signature/consent: \_\_\_\_\_ Date: \_\_\_\_\_

### APPROVAL CERTIFICATION (in order listed):

Dean/Director: \_\_\_\_\_ Date: \_\_\_\_\_  
Fiscal Officer—ORSP, if grant-funded: \_\_\_\_\_ Date: \_\_\_\_\_  
Area Vice President: \_\_\_\_\_ Date: \_\_\_\_\_  
Budget Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_  
Comments: \_\_\_\_\_

Verification—to be determined by Human Resources. The proposed employee:

- ☐ IS eligible for the time requested.  
☐ IS NOT eligible for the time requested.

**All new employees must complete demographic form, I-9, and new hire paperwork prior to beginning work.**