

**REQUEST FOR NON-STUDENT HOURLY EMPLOYEE**

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

Name: _____ Net ID/PID: _____
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: _____ 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: _____

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.