



REQUEST AND AUTHORIZATION FOR HOURLY EMPLOYEE

TYPE OF APPOINTMENT:

_____ Classified
_____ Administrative/Professional
_____ Other _____
(Explain)

Name: _____ PID #: _____

Mailing address: _____ Telephone #: _____

_____ Zip: _____

Position Title: _____ Dept.: _____

Account #: _____ Requested By: _____

Dates: From _____ To _____

Justification for Position: _____

Job Description: (Briefly describe duties and responsibilities) _____

Hourly Rate: \$ _____ No. of days: _____ No. of hrs/days: _____

Total hours: _____ Total Cost: \$ _____

APPROVAL CERTIFICATION:

DEAN/DIRECTOR _____ DATE: _____

BUDGET OFFICE _____ DATE: _____

HUMAN RESOURCE REPRESENTATIVE _____ 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

