



REQUEST AND AUTHORIZATION FOR HOURLY EMPLOYEE

TYPE OF APPOINTMENT:

Classified
Administrative/Professional
Other (Explain)

Name: PID #:
Mailing address: Telephone #:
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

