

Date Prepared: _____

Date Received: _____
(COE only)

Please complete this form when hiring a new HOURLY or STUDENT HOURLY employee. You must also use this form if you wish to make any change to an existing appointment (i.e. pay rate, budget #, end date, etc.).

Submit to Dean's Office HR: College of Engineering, Box 352180 (Please attach any required University payroll forms.)

HR Approval: _____ Work Study? Yes ___ No ___.

Name (As shown on Social Sec Card): _____

Other CURRENT appointments on campus? Yes _____ No _____

If yes, what is Home Department? _____

EID (or attach I9 for new hire) #: _____ Gender: M _____ F _____

Student # (Needed for ALL student appointments.): _____

Start Date: _____ End Date: _____

Budget #1: _____ Pay Rate: \$ _____ /hour

Budget #2: _____ Comments: _____

Budget #3: _____

Job Code*: _____ Position
Title*: _____

*Please contact HR to figure out the appropriate Job Code and Title.

Name of Supervisor

Budget Authorization Signature*
*(This is often different person than supervisor)

Online time sheet information (must be completed for all hourly employees):

Will employee enter budget allocation information? Yes _____ No _____

Approvers (at least 2 – of those, at least one needs to be a primary approver)

Name	UWNetID	Primary or backup?
_____	_____	_____
_____	_____	_____
_____	_____	_____

Appointment requests and all required paperwork should be submitted on or before the first day of employment. If a delay is unavoidable, please refer to the dates on the "Time Sheet Due Dates" form for paperwork due dates and corresponding pay dates.