



Recommendation for Hiring a Summer Term Employee

Renewal _____ New Appointment* _____

Department: _____ Supervisor Name: _____ Ext. _____

Name: _____ Banner ID #: _____

Mailing Address: _____

Telephone #: _____ Personal Email Addrss: _____

Brief Summary of Job Duties: A Detailed Job Description Must Be Attached

Appointment Term: Start Date ** _____ End Date: _____

**Employee may not start working until approved by Human Resources.

Total Salary for Employment Period:

\$ _____ (rate/hour) x _____ (hours/week) x _____ (total weeks) = \$ _____

NOTE: The number of hours assigned and worked by the Summer Term may not exceed 30 hours for the term of the employment. Individuals are not permitted to be simultaneously employed in another employment category during their summer term assignment period. Employment Term may be for summer session periods only.

Org # or Grant Org # (Required): _____

Department Approvals:

Recommended (Supervisor, Director): _____ Date _____

Approved (Dean/AVP/VP/President): _____ Date _____

Human Resources Approval:

Human Resources: _____ Date _____

Position Action Form Completed: _____ Background Check Materials Submitted: _____

Finance & Administration - Budgetary Approval:

Fund: _____ Org: _____ PC#: _____

Budget Office Approval: _____ Date _____

Comments: _____