



Recommendation for Hiring a University Assistant

Renewal \_\_\_\_\_ New Appointment\* \_\_\_\_\_ (All New UA Appointments must be approved by Affirmative Action Officer)

Department: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_ Ext. \_\_\_\_\_

UA Name: \_\_\_\_\_ Banner ID #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

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 University Assistant may not exceed an average of 19 hours per week for the term of the employment. For individuals who are simultaneously employed as a university assistant in more than one department their combined workweek may not exceed 19 hour per week.

Org # or Grant Org # (Required): \_\_\_\_\_

Department Approvals:

Recommended (Supervisor, Director): \_\_\_\_\_ Date \_\_\_\_\_

Approved (Dean/AVP/VP/President): \_\_\_\_\_ Date \_\_\_\_\_

Human Resources Approval:

Human Resources: \_\_\_\_\_ PC# \_\_\_\_\_

Position Request Approval \_\_\_\_\_ Background Check Materials Submitted: \_\_\_\_\_

Affirmative Action Approval of New Hire: \_\_\_\_\_

Finance & Administration - Budgetary Approval:

Budget Office Approval: \_\_\_\_\_

Comments: