

Original: Revised:

Effective Date:

Employee Information

Employee Name:				Oracle Person Number:			
Fall <input type="checkbox"/>	Spring <input type="checkbox"/>	Summer <input type="checkbox"/>	Other <input type="checkbox"/>	Year <input type="text"/>	New Employee: Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Note: For all new employees, personal email address is required. HR will use this info to send and receive New Hire Paperwork. New Employees must come to HR to present IDs and complete I-9 Work Authorization within 3 business days of their Start Date.

Address:		
City:	State:	Zip Code:
Email (For New Hires):		
Highest Degree:	Phone (preferably cell #):	

Appointment Information

College or Area:	Department or Program:
Faculty Title:	

Manager:

				Amount:
1.	Course Number:	Title:	Hours:	\$
2.	Course Number:	Title:	Hours:	\$
3.	Course Number:	Title:	Hours:	\$
4.	Course Number:	Title:	Hours:	\$
5.	Course Number:	Title:	Hours:	\$
6.	Course Number:	Title:	Hours:	\$
7.	Course Number:	Title:	Hours:	\$

Salary and Account Information

Pay Per Credit Hour: \$ Total Hours: Total Amount:

Enter Pay for Specific Months Below

Aug:	Sep:	Oct:	Nov:	Dec:
Jan:	Feb:	Mar:	Apr:	May:
June:	July:			

Total Amount will be paid over the designated monthly schedule per session, unless specific pay designated by month (see Guidelines for Part-time Faculty Appointments on next page).

Entity	Org	Fund Source	Fund Type	Account	Class	Project
Program	Activity	Site	Future1			

Approvals

Dept. Chair or Prog. Director:	Date:
Dean of College:	Date:
Provost:	Date: