

Western Connecticut State University

Recommendation for University Assistant Appointment

Renewal _____ **New Appointment*** _____ (*All new appointments need approval from the Affirmative Action Officer)

Department: _____ **Supervisor** _____ **Ext.** _____

Name: _____
 Last First MI

Address: _____
 Street _____
 City State Zip Code

Telephone #: (_____) _____ - _____

Duties: (attach additional page if necessary):

Appointment Term & Wage:

Start Date ** ____/____/____ End Date ____/____/____ Total Weeks: _____
 **Employee may not start working until approved by Human Resources.

Wage Category (See Wage Guideline for UAs) – A, B, C, D, E _____ (Attach resume for Wage Categories C, D, or E)

Total Salary for Employment Period:

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

***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.

Approvals:

Recommended by _____ (Supervisor, Director) Date _____

Approved by _____ (Dean or VP) Date _____

Human Resources _____ Date _____

For Human Resources/Affirmative Action Use Only:

Personnel Requisition Completed: _____ Date: _____ Approved Background Check: _____ Date: _____

*Affirmative Action Approval for New Hires: _____ Date: _____

Budgetary Information (Completed by Fiscal Affairs):

Fund: _____ Org: _____ Z-Index: _____

Fiscal Affairs Verification _____ Date _____