



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: