

**REQUEST FOR OFFICE OF HUMAN RESOURCES
TO PREPARE LETTER OF APPOINTMENT
FOR HOURLY PART-TIME EMPLOYEES (614000 or 616000)**

A Number: _____

Name: _____

Last Name

First Name

Middle

(Must match legal name and in Banner)

New Employee

or

Current Employee

Job Title/Position: _____

Position Number: _____

Division/Area: _____ Campus: _____

Beginning Date of Employment Agreement: _____

Salary:

1. Hourly Rate: _____
2. Maximum hours to be worked monthly: _____
3. Number of months to be paid (12 or less): _____
4. Maximum contract amount: _____

Note: Maximum of 19 hours per week

FOAP (Budget Number): _____

___ Restricted

___ Unrestricted

___ This is a grant-funded position.

Approved by:

Immediate Supervisor

Date

Dean

Date

For HR Use Only!

Date Entered in NBAJOBS: _____

Date EA Printed: _____