Time Certificate _____

Forecast Pay _____

A list of duties must be attached

EMPLOYMENT AUTHORIZATION

Adjunct Faculty & Temporary Employees

Department _____ Work location _____

_____ Adjunct Faculty _____ Temporary (Unclassified) _____ Temporary (To fill bargaining unit position)

Advisor _____

Title/Rank _____ Major Org _____ FTE _____

FIS Index(es) to be Charged _____ _____ _____

Wages Charged to each Account $_____ $_____ $_____

OPE Charged to each Account $_____ $_____ $_____

This Position is: ___ New ___ Existing In Replacement of _____

Position FTE _____ *OR* _____/_____/_____/_____
(Annual) Sum/ Fall/ Winter/ Spring

Estimated Cost **THIS FY**: Wages $_____ OPE $_____ Total $_____

Type of Position: _____ 9 Mos _____ 12 Mos Other Dates _____

Position Number: _____ Pclass _____ Single _____ Pooled _____

Contact Person _____ Phone # _____

Recommended Candidate

Name _____ Social Security No. _____

____ Initial Hire ____ Re-hire Eligible for FLSA: ___ Yes ___ No Excluded: _____

Effective Date _____ End Date _____

Salary Rate: Annual $ _____ Hourly or Unit Pay $ _____

Approvals: (In the order that signatures should be obtained)

Division Chair/Supervisor _____ Date _____

Dean or Director _____ Date _____

Provost or Vice President _____ Date _____

Budget Director _____ Date _____

Human Resources Director/AAO_____ Date _____