

Limited Staff Hire Request Form

Department: _____

Supervisor: _____

Employee Name: _____

Job Title: _____

The job description is subject to review and approval by Classification & Compensation. Please coordinate with Dean's Office AP/HR Staff.

Annual Salary: _____

Percentage Time or Hours Per Week: _____

Begin and End Date: _____

Note: Appointment must not exceed 1,000 total hours. The department is responsible for tracking hours worked.

Required Attachments

The following documents must be submitted for this request to be processed:

- ☐ Completed and approved Funding Verification Form
- ☐ Signed Offer Letter (use the Limited Staff Employee template letter given to you by your Dean's Office AP/HR Analyst)
- ☐ Resume / CV

Dean's Office AP/HR Use Only

- ☐ Job Description
- ☐ Resume / CV
- ☐ Completed and approved Funding Verification Form
- ☐ Signed Offer Letter
- ☐ UCPath Entry
 - o Position
 - o Funding
 - o Hire Transaction
- ☐ TRS Setup