

Human Resource Services
Faculty/Admin Pro Appointment Data
 New Hires and New Assignments

HRS Records
 555 S Howes Street, Suite 213
 Campus Delivery 6004

Name _____ Hire Date _____

Department _____ Appt End Date _____

Group Faculty AdPro Hours per week _____ Salary _____

Job/Position _____ Location _____
 Room number + four-digit building code

Office Phone _____ Salary Authority Dept _____

Supervisor (Principal Investigator) _____

Assignment Category	Basis of Service	Reason
<input type="checkbox"/> Regular	<input type="checkbox"/> 9-month	<input type="checkbox"/> ALL/New Assignment
<input type="checkbox"/> Special	<input type="checkbox"/> 12-month	<input type="checkbox"/> ALL/New Rehire
<input type="checkbox"/> Temporary		<input type="checkbox"/> ALL/Rehire

Account	%
_____	_____
_____	_____
_____	_____

Conditions of Appointment

May include conditions of appointment, comments, source of tuition, teaching and/or research experience.

Additional Directory Information

Complete if information given is important to describe the employee's role at CSU.

Add'l Work Title _____

Add'l Department Number/Name _____

Add'l Bldg Name/Room Number _____

Add'l Office Phone _____ Include Associate in Directory/GAL? _____