

Human Resource Services  
**State Classified Appointment Data**  
 For New Hires and New Assignments

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

Name \_\_\_\_\_ Hire Date \_\_\_\_\_

Department \_\_\_\_\_ Hours per week \_\_\_\_\_

Supervisor \_\_\_\_\_ Salary \_\_\_\_\_

Office Phone \_\_\_\_\_ Location\* \_\_\_\_\_

**Payroll**

- CSU Monthly (salaried)
- CSU Bi-weekly (hourly)

**Reason**

- All/New Assignment
- All/New Hire
- All/Rehire

Account	%
_____	_____
_____	_____
_____	_____

**Additional Directory Information**

Please complete only if information given is important to describe employee's position.

Add'l Work Title \_\_\_\_\_

Add'l Department Number/Name \_\_\_\_\_

Add'l Bldg Name/Room Number \_\_\_\_\_

Add'l Office Phone \_\_\_\_\_

\* Location consists of room number and four-digit Facilities-assigned building code.