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| --- |
| PeopleSoft Job Number:       |
| Person recommended for hire *(last, first names* *and* *middle)*:       |
| Social Security Number:       | Employee ID Number, if any:       | Date of Birth:       |
| Action: [ ]  Initial Hire (01) - Never an ASU employee (including student employee), or returning after more than 12 months since employed by ASU[ ]  Promotion (06) - Moving to a higher pay grade in the same or another department[ ]  Transfer (10) - Moving to a different title with the same pay grade in the same or another department[ ]  Rehire (14) - Returning within 12 months since last employed by ASU (including student employee) |
| POSITION NUMBER:       |
| CLAS Dept Name:       | CLAS Dept Code:       | FTE:       |
| Name of previous incumbent:      | Job Title Listed on Position Number:       | Academic Rank for faculty and academic professionals:       |
| Full Time/Part Time:[ ]  Full Time – 1.0 FTE[ ]  Part Time – Less than 1.0 FTE[ ]  PRN – on call | Regular/Temporary:[ ]  Regular [ ]  LT Temp [ ]  ST Temp[ ]  Seasonal  | Pay Status:[ ] Fiscal - ASUBW[ ]  Academic ASU20 or ASUB[ ]  Hourly  |
| Employment Category:[ ]  Classified Staff [ ]  Service Professional | Faculty [ ]  Tenured [ ]  On Track [ ]  Not on Track [ ]  Administrative Assignment | Academic Professional  [ ]  Continuing [ ]  On Track [ ]  Not on Track [ ]  Administrative Assignment |
| PAY AND SOURCE OF FUNDS INFORMATION |
| Comp Rate:       | Comp Frequency :       | BW Pay Period Amount:       |
| Account Number | Distribution % | Distribution Amount | Start Date |
|       |      % |       |       |
|       |      % |       |       |
|       |      % |       |       |
|       |      % |       |       |
| CONTACT INFORMATION AND FUNDING APPROVALS |
| Contact Person:      | Phone:           |
| Account Representative Approval | Date |
| CLAS Dean Approval | Date |