

Please note that in order to print fully the contents of this form, you will need to complete the steps below.

For Adobe Professional:

Select Print

In the "Print What" drop-down box, select "Documents and comments"

Click OK

For Adobe Reader:

Select Print

In the "Comments and Forms" drop-down box, select "Documents and Markups"

Click OK

REQUEST TO HIRE - HOURLY

(Top half to be completed by requestor)

Library Position # _____ Library Title _____ LA 1 _____ LA 2 _____ Dept. _____
Supervisor _____ Hours Per Week _____
Incumbent _____ Incumbent's Last Day to Work _____
Regular _____ Temporary _____ If temporary, ending date _____
Fund Name or Cost Center # _____

Please attach position description.

APPROVED TO POST

Basic Wage Rate _____

Signature _____
(Director or designee)

Date _____

HOURLY PERSONNEL ACTION FORM

(To be completed by LHRO)

___ LHRO to send copy of signed top portion to Requestor to begin interview process

___ LHRO to send copy of signed top portion to Division Director (FYI)

___ LHRO to file original signed form in pending file

BASIS Hourly Title Code (HTC) _____

New Hire _____ Social Security # _____

Beginning Date _____ Actual Hours/Week _____ Actual Wage Rate \$. _____

Student _____ Non-Student _____ New Hire _____ Rehire _____ Previously W/S _____

Date Completed:

___ I-9 Form _____ Direct Deposit ___ yes ___ no
___ University Policies _____ Pay Advisory ___ email ___ Web
___ W-4 Form _____ Email Account _____
___ Code of Computing Ethics _____ BASIS SUNE / BIO
___ Library Policies _____ BASIS Wage Rate
___ Schedule Form _____ HourTrack Entry
___ Personnel Data Form _____ HourTrack Training
___ Phone List Entry _____ Active Directory

Employee ID # _____

___ LHRO to send copy of completed form to Requestor (FYI)

___ LHRO to send copy of completed form to Division Director (FYI)

___ LHRO to file original completed form in personnel file