A. EMPLOYEE INFORMATION  
NEW (COMPLETE SECTION B)  
REHIRE (Update Section B if last employed more than 1 year ago)  

NAME:  
ADDRESS:  
PHONE:  
RETIREMENT SYSTEM:  

B. NEW AND REHIRED EMPLOYEE INFORMATION  
The following forms must be completed and submitted to Human Resources to ensure appointment and payment:  
- DEMOGRAPHIC  
- I-9  
- W-4  
- IT-2104  
- OATH OF OFFICE  

C. APPOINTMENT INFORMATION  
DEPARTMENT:  
BUDGET TITLE:  
APPOINTMENT TYPE (CHECK ALL THAT APPLY):  
- FT Term  
- PT Term ___%  
- FT Temp  
- PT Temp ___%  
- MC  
- Casual  
- Volunteer  
- Stipend  
- Additional Assignment  
- Summer Session  
- Winterim  
- Scholarship  
Extra Service (This extra service will not interfere with employee’s normal obligation to the college. Extra service is limited to 20% of the base pay)  
APPOINTMENT DATE:  
OBLIGATION:  
- Academic Year (10 mos.)  
- Calendar Year (12 mos.)  
- College Year (less than 12 mos.)  
- Summer Session  
- Winterim  
Period of no obligation:  
Comments:  

D. COURSE DETAIL  

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<tr>
<th>COURSE NO.</th>
<th>COURSE NAME</th>
<th>DATES</th>
<th># OF CREDIT</th>
<th>SALARY</th>
<th>ACCOUNT #</th>
<th>PAYROLL DATES</th>
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E. BUDGET AND PAYROLL INFORMATION  
TOTAL SALARY:  
CTRL #:  
PSR:  
TEMP SERVICE:  
VER. BY HR:  

F. AUTHORIZATIONS  
The salary indicated above is based on a minimum of ___ students enrolled in an undergraduate course or a minimum of ___ students enrolled in a graduate course. Courses with enrollments that do not meet these minimums and summer sessions are subject to salary pro-ration or cancellation.  
EMPLOYEE:  
(For Extra Service, Summer Session & Winterim Only)  
DEPT. CHAIR/SUPERVISOR:  
DEAN/DIRECTOR:  
VICE PRESIDENT:  
BUSINESS AFFAIRS:  
HUMAN RESOURCES  

G. PAYROLL COMMENTS  

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