



REQUEST FOR NON-STUDENT HOURLY EMPLOYEE

TYPE OF APPOINTMENT:

- Classified (Classified ONLY if position serves to backfill behind a current vacant Classified position)
- Administrative Professional

Name: _____ Net ID/PID: _____
 Personal email: _____ Telephone #: _____
 Mailing address: _____
 Position title: _____ Department: _____
 Account #: _____ Requested by: _____
 Begin date: _____ End date: _____

Justification for position:

Job description (briefly describe duties and responsibilities):

Hourly rate: \$ _____ No. of days: _____ No. of hrs./day: _____
 Total hours: _____ Total cost: \$ _____

APPROVAL CERTIFICATION (in order listed):

Dean/Director: _____ Date: _____
 Fiscal Officer—ORSP, if grant-funded _____ Date: _____
 Area Vice President: _____ Date: _____
 Human Resources: _____ Date: _____

Comments:

Verification—to be determined by Human Resources. The proposed employee:

- IS eligible for the time requested.
- IS NOT eligible for the time requested.

Non-student hourly employee review/acceptance of terms and hourly rate:

To confirm your acceptance of this appointment, please sign electronically. **By signing this offer letter, you are giving consent for Colorado State University Pueblo to conduct a background check on you; this background check will be performed by HireRight. You will receive email/text communication from HireRight to submit your information for the background check. Your appointment is contingent upon review and approval of your background check, pursuant with the Background Checks for Employment Purposes policy (<https://www.csupueblo.edu/general-counsel/doc/background-checks-for-employment-purposes-policy.pdf>).**

Employee signature/consent: _____ Date: _____

All new employees must complete demographic form, I-9, and new hire paperwork prior to any payment.