



Request to Hire a Part-Time Hourly Employee

Name:	
Preferred Start Date:	

Org/Dept Number	
Project Number	
Hourly Rate:	

Hiring Official		Date:
Vice President		Date:
President		Date:

Hire Date		Time & Labor/HOL	Yes	No
Employee ID		FLSA/FICA		
Lump Sum		Benefits	NOF	NBP
Org. Code		SUT Exempt	Yes	No
Job Code		GDPC Enroll	Yes	No
Project Number		GDPC Exempt List	Yes	No
Salary Plan		Email Address:		
Position Number				

Director of Human Resources Signature / Date: _____

VP of Finance & Administration Signature / Date: _____

Part-