

This form must be completed by the Project Director, approved by Human Resources, and submitted to the Office of Finance and Administration prior to the employee's start date or change of contract date. Please attach all relevant backup documentation. If employee is a faculty member, a copy of the signed original or amended faculty contract must be attached. Please make a copy of the completed form for your records.

Grant:
Project Director:

New Hire
 OR
 Change of Contract/Employment Status
(ex: change from exempt to non-exempt, change from full-time to part-time, etc.)

Employee Name: _____

Position/Title: _____

Staff/Faculty/Student: _____

Exempt/Non-Exempt: _____

Full-Time/Part-Time/Temporary: _____

Date of Hire/Date of Contract Change: _____

Salary: _____

Start and End Date(s) as Applicable: _____

Percentage of Sponsored Time and Effort: _____

Sponsored G/L Account Number: _____

Non-Sponsored G/L Account Number: _____

Additional Information: _____

SIGNATURES

Project Director: _____ Date: _____

Human Resources: _____ Date: _____

Finance and Administration: _____ Date: _____