

**AUTHORIZATION FOR CONTRACT EMPLOYEE HIRING: 6C09, 6A15, 6C01**

EMPLOYEE NAME:

EMPLOYEE ID:

POSITION TITLE:

DEPARTMENT:

RECOMMENDED START DATE:

CONTRACT END DATE:

RATE OF PAY (C09/A15):

(SPECIFY PER HOUR, WEEK, SEMESTER, MAX HOURS PER WEEK, AND MAXIMUM CONTRACT AMOUNT)

SEMESTER RATE OF PAY/TOTAL SHCI* (C01):

COURSES/SECTIONS (C01):

Course	Section	# of SHCI	#StudentCredits

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DIRECTED STUDIES/FIELDWORK/STUDENT TEACHING (C01):

Course	Section	# of Students	# of SHCIs	#Student Credits

CHARTFIELD:

Account

Fund

Dept

Program

Fund Name:

Department Name:

For Academic Affairs information purposes only, please indicate, as applicable, any DGCE classes this person is scheduled to teach:

Course	Section	# Student Credits

☐ NEW APPOINTMENT – Attach Resume, 3 Original Letters of Recommendation, Official Transcripts☐ REAPPOINTMENT (Has worked for SSU/Credentials on File)

RATIONALE FOR POSITION:

Requestor's name and extension: _____ date:

Authorized budgetary signatory: _____ date:

Vice President/Area Head: _____ date:

Human Resources: _____ date:

Instructions: Once all signatures have been obtained, please send completed original to Human Resources. If this is a new employee, please send a resume via e-mail to rakusis@saalemstate.edu indicating that you have a new hire. We can then e-mail the required hiring paperwork to your employee. *Distribution order: Requestor > authorized budgetary signatory > vice president/area head > human resources (original) > payroll* REV 11/2013

*Semester Hours Credit Instruction