

|  |  |
| --- | --- |
| **APPOINTMENT FORM** for Staff Titles (Career, Contract, Limited)**Hiring paperwork must be completed before start of work**[ ]  **Excluded from Position Control (indicate reason below)**[ ]  contract and grant funding[ ]  academic title[ ]  student appointment[ ]  **VCEI approval attached** |  |

 **CANDIDATE INFORMATION**

|  |  |
| --- | --- |
| Name:       | Email:       |
| Supervisor:       Dept Name:       Home Dept Org Node:       |
| Status: | [ ]  Hire  | [ ]  Current or former University Employee; please list EID       |

**RECRUITMENT**

For Staff and [ ]  Recruitment Conducted Posting #:

Academic Titles: [ ]  Recruitment Waiver Obtained (attach approval)Date

 [ ]  Not Required(Limited Appointment under 900 hours)

**APPOINTMENT INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Appointment Type: |  | Position Number  |       |
| Payroll Title:       Job Code:       | Full/Part:  | FTE %:        |
| Working Title:       Start Date:       End Date:       |
| Salary Rate Code: Salary Rate:       | Hourly Rate:      /hr**(required for non-exempt; divide annual salary rate by 2088)** |
| Pay Cycle:  Step:       Fix/Var  |
| Is a criminal background check required? | [ ]  Yes **(must attach IOC/JD)**[ ]  No | Is this position a [mandated reporter](http://hrweb.berkeley.edu/files/attachments/Overview-CANRA.pdf)?  | [ ]  Yes [ ]  No |
| Offer letter required? [ ]  No [ ]  Yes(Available for Limited, Career, and Contract positions) | If yes, what is the supervisor’s working title?       |
| Dept Name (please spell out):       |

**CALTIME INFORMATION**

|  |
| --- |
| CalTime Friendly Name (non-exempt positions only):       Delegate:       |
| Meal Length: Shift Occurrence (if known): Shift Duration (if known):  |

 **NOTES:**

**FUNDING INFORMATION:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Line # | %/Hrs | Fund | Org/Dept | Prg | ChartField1 | ChartField2 |
| 1 |       |       |       |       |       |       |
| 2 |       |       |       |       |       |       |
| 3 |       |       |       |       |       |       |
| 4 |       |       |       |       |       |       |
| 5 |       |       |       |       |       |       |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Program/Dept Manager | Print Name: |       | Signature | X  | Date:  |       |
| Financial Analyst | Print Name: |       | Signature | X | Date: |       |
| Executive Director | PrintName: |       | Signature | X | Date: |       |
| Divisional HR |  | Debbie Fong | Signature | X | Date: |       |

**REQUIRED APPROVALS** (If submitting electronically, you may forward the email, with
the approvals listed below, to HR instead of obtaining original signatures.)

**Attached:** [ ]  Resume [ ] Offer Letter [ ] VCEI Approval for Position Control [ ] Job Description [ ] PEM [ ]  Other (e.g., IOC for CBC)