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| **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**

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| --- |
| 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 | Print Name: |  | 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)