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| **E&I STAFF LIMITED APPOINTMENT WORKSHEET** **(900-Hour Waiver of Recruitment)**A waiver of recruitment is an exception to the recruitment policy, allowing a specific individual with unique skills to be hired without listing the position for open recruitment and advertisement. Departments have authority to approve Limited Waivers (under 900 hours over a 12-month period) on their own. Career and Contract waivers must go through a separate approval process with Central HR (such requests must be discussed with your Executive Director, AVC, and E&I-HR). To hire a limited appointment without a recruitment process, open a ticket under the Waiver of Recruitment/Limited WaiverThe ServiceNow online Waiver of Recruitment form does not allow you to save your progress and resume later. This worksheet is optional and is to serve as a resource aid/checklist in completing the online form—it is not submitted with the limited appointment case.**Hiring paperwork must be completed by the employee before start of work**[ ]  **Excluded from Position Control due to federal contract and grant funding**[ ]  **VCEI approval received** |  |

**CANDIDATE INFORMATION – Items in Red are Required on the Online Form or for E&I Approvals**

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| --- |
| Supervisor:       Dept Name:       Home Dept Org Node:       |
| Name of Individual you wish to hire:       Email:       |  |

**APPOINTMENT INFORMATION**

|  |  |
| --- | --- |
| Position Number  |       |
| Payroll Title:       Job Code:       |  | FTE %:        |
| Working Title:        |
| Salary Rate:       /monthly | Hourly Rate:      /hr**(required for non-exempt employees; formula: divide annual salary rate by 2088)** |
| Salary Step (for represented titles):        |
| Ending Date (must be under 900 hours):       |  |  |  |
| Is a criminal background check required for the position? | [ ]  Yes **(must attach IOC/JD)**[ ]  No | Is this position a [mandated reporter](http://hrweb.berkeley.edu/files/attachments/Overview-CANRA.pdf)?  | [ ]  Yes [ ]  No |
| If this is for a non-exempt position, does your department allow for comp time in place of overtime? | [x]  Yes |
| Offer letter required? [ ]  No [ ]  Yes(Available for Limited, Career, and Contract positions) |  |
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**CALTIME INFORMATION**

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

 **ADDITIONAL INFORMATION – COMMENTS SECTION**

Add the following information:

* Start Date and End Date
* Salary rate on a monthly or hourly basis
* If candidate is a current or prior UC employee and has previously completed a background check

**FUNDING INFORMATION:**

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

**DEPARTMENT APPROVALS** (can be obtained via email, saved in PDF format, and attached to case)

[ ]  Program/Department Manager

[ ]  Next Level Authority (Executive Director or AVC)

**ONLINE APPROVALS**

[ ]  **APPROVER 1:** Financial Analyst

[ ]  **APPROVER 2:** Debbie Fong (E&I HR)

**WATCHERS**

[ ]  Submitter (if not Program/Department Manager)

[ ]  Program/Department Manager

[ ]  Reneé Wallace (Sr. HR Partner)

[ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REQUIRED: Attach the following documents to the ServiceNow ticket (as applicable):**

 [ ]  Job Description

 [ ]  Resume

 [ ]  Physical, Environmental, and Mental Demands (PEM) form

[ ]  VCEI Approval for Position Control

 [ ]  Offer Letter

 [ ]  Other (e.g., IOC for background check)