

Personnel Request Form

Department Name:		HIRES#:	
Employee Name/ WSU ID:			
Employee Type (Faculty, Staff, Grad, Time Slip):			
Workstudy: Yes No	USDA: Yes No	US Citizen:	Position #:
I9 Needed? <small>(DEPPS, Employee Screen, I9 on command line will tell you status of I9 for current or former employees)</small>		FT Monthly Base Rate/Hourly Rate/Piece Rate (\$):	
Title & Title Code:		Country of Citizenship:	
Work Location:		Supervisor:	
Working in Major: Yes No		Appointment Begin /End Dates:	
FUNDING INFORMATION <small>(If more than 3 lines attach a spreadsheet)</small>		Funding Line #1	Funding Line #2
		Funding Line #3	
Funding Begin Date:			
Funding End Date:			
Program/Budget/Project:			
FTE %:			
Anticipated Cost (\$) for appointment/change (all non-time slip)			
Purpose of Request:			
Justification for all Retro Actions:			
90 day Justification for all Retro GRANT Actions:			
Additional Questions (Required) for <u>all</u> Time Slip actions/appointments			
Do you anticipate the employee will be appointed for six (6) months or more? Yes No			
Anticipated hours of work per week: 0-19 20-29 30-40			
Is it anticipated the employee will work eight (8) or more hours in each month of the appointment? Yes No			
Will this appointment be occurring seasonally, or on a recurring basis? Yes No			
As of this appointment, do you anticipate this employee will be in student status now, or anytime during the upcoming year? Yes No			

*Please send the completed form to the appropriate location:

or