

LIMITED STAFF HIRE

Please submit no later than 2 weeks prior to the start date to allow time for processing

EMPLOYEE NAME: _____

POSITION: _____

The job description must be approved by Classification/Compensation. Please coordinate with the Dean's Office AP/HR staff.

JOB TITLE CODE: _____

SALARY: _____

**PERCENT TIME
OR HOURS PER WEEK:** _____

START DATE: _____

END DATE: _____

Must not go over 1000 hours – department must track

SUPERVISOR: _____

**BACK UP
SUPERVISOR:** _____

Attachments: *The following documents must accompany this form to be processed:*

- Approved funding verification form
- Signed Offer letter (use limited staff employee template letter)
- Resume/CV

For Dean's Office use:

- Job Description
- Resume/CV
- Funding verification approval
- Offer letter
- UCPath entry
- TRS -set up supervisor/back up supervisor