Required Information
HR Submission Forms

Miscellaneous eForm Request

Title
Department
Type of Request

Funding Change Request

Employee ID
Department
Position Title
Reports to Name
Employee Name
Start/End Dates
Cost Center and/or Project ID

Faculty Appointment Forms

Department
Employee Information
Date of CBC
Category of CBC
Position Title
Position ID
List of Course Numbers and Names
Reports to Name
9 Month Academic Rate
Start Date
Cost Center and/or Project ID

New Employee Request

Department
Employee Information
Date of CBC
Category of CBC
Position Title
Position ID
Pay Type
Hours per Week
Rate of Pay
Start Date
Reports to Name
Cost Center and/or Project ID

New Student Hire Request

Department
Employee Information
Date of CBC
Category of CBC
Position Title
Position ID
Pay Type
Hours per Week
Rate of Pay
Reports to Name
Start/End Dates
Cost Center and/or Project ID
List of Assigned Courses (TA I, TA II, AI)

Faculty Buyout Request

Employee ID
Title
Department
Type of Buyout
Course Numbers
Percent Effort of Buyout
Funding Allocation
Cost Center and/or Project ID
Dates of Buyout