Required Information
HR Submission Forms

Miscellaneous eForm Request
- Title
- Department
- Type of Request

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 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)

Funding Change Request
- Employee ID
- Department
- Position Title
- Reports to Name
- Employee Name
- Start/End Dates
- 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

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