

Staff Request

Name of Requestor : _____

Need For : College Hotel

New Position : Yes No

Replacement for _____ Last Date Worked _____ Pay Rate _____

Requested Hrs. / Week : _____ Pay Rate: _____

Funding / Cost Center : _____ Position Number _____

Name of Student Hire : _____ Student e-mail: _____

Student Type : Grad UG MyUHID: _____

Enrollment Status : Enrolled Not Enrolled

TRAM User Type : TCD User Web clock User

Proposed Start Date : _____ End Date: _____

Brief Statement of Duties

Signature of Requestor Date

Note: Please route the completed form for approvals. Instruct the prospective employee to contact business office (Room # 227) for paperwork processing. All employees should be authorized to work in United States. All positions are security sensitive and require a background check. The prospective employee should not allowed to start working until cleared by business office.

Approvals	
For College	For Hotel
Dean / Associate Dean:	General Manager:
CBA /DBA Verification:	Date :

Business Office Use Only				
Job Title	CWS	Non CWS	GA -NE (5050)	NBE Staff (3200)
	NBNE Staff (5200)	NBE Research (4000)		NBNE Research (4010)
Processed By	: _____			Date: _____