

## STAFF

### Rate or Class Assignment

Name \_\_\_\_\_ Andrews ID # \_\_\_\_\_ Effective Date \_\_\_\_\_

Department \_\_\_\_\_ Job Title \_\_\_\_\_

Action:  New Employee     Additional Position     Transfer (new dept)     Job Change     EE Class Change \_\_\_ to \_\_\_

Recommended Rate \_\_\_\_\_ Recommended Grade \_\_\_\_\_  
*Please see Compensation Analyst* *Please see Compensation Analyst*

Replacing: Name \_\_\_\_\_ ID# \_\_\_\_\_

Hours Per Week: 

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 Entire Year     None or minimal in summer    This position is:     Regular     Temporary  
 None or minimal during semester breaks

Supervisor \_\_\_\_\_ ID # \_\_\_\_\_ Date \_\_\_\_\_

Next Level Supervisor \_\_\_\_\_ ID # \_\_\_\_\_ Date \_\_\_\_\_

Fund	Org	Account	Program	Activity																							
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*Human Resources Use Only*

I-9 Completed Date \_\_\_\_\_ Employee Class \_\_\_\_\_ Home Org # \_\_\_\_\_ Check Dist# \_\_\_\_\_  
 Visa Type \_\_\_\_\_ # \_\_\_\_\_ Exp \_\_\_\_\_ Position Class \_\_\_\_\_ Position \_\_\_\_\_ Timesheet Org # \_\_\_\_\_  
 Financial Clearance \_\_\_\_\_ Amount Due: \$ \_\_\_\_\_ Wk Comp \_\_\_\_\_ Entered in Banner \_\_\_\_\_ Date \_\_\_\_\_  
 HR Approval \_\_\_\_\_ Date \_\_\_\_\_