|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Empl ID**  |  **Empl Rcd #** |  **PIN** |  **Action** | **Current Date**:**RTF #**\_\_\_\_\_\_\_**(Budget ONLY)**      |
| **Applicant Information** |
| **Name: (last, first)** | **County:** |
| **Address:** | **City:** | **State:** | **Zip Code:** |
| **Employee Class (select one)** |
| **[ ]**  Fac 10 Month | **[ ]** Fac 12 Month | **[ ]** Regular Exempt | **[ ]** Regular Nonexempt | **[ ]** FTNTTFAC | **[ ]** PTNTTFAC |
| **[ ]**  Adjunct  | **[ ]** Cont Ex LI | **[ ]** Cont Ex L2 | **[ ]**  Cont NE LI | **[ ]**  Cont NE L2 | **[ ]**  Student |
| 1 **Fund Source:** 2 **Fund Source:** 3 **Fund Source:** | **Distribution %:**     **Distribution %:**     **Distribution %:**     | **Budget Use ONLY** |
|  |  | 1 **Account Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** 2 **Account Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |
|  |  | 3 **Account Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |
| **Employment Department (Select One Dept ONLY)** |
| **A – B** | **C - D** | **E – H** |
| **I - M**  | **N - R** | **S - Z** |
| **Course Information** |
| **Course :**  | **Course Level:**  | **Section :**  |
| **Course :**  | **Course Level:**  | **Section :**  |
| **Course :**  | **Course Level:**  | **Section :**  |
| **Course :**  | **Course Level:**  | **Section :**  |
| **Job Details** |
| **Job Code :**      | **Job Code Description :**       |  **Supervisor:**       |  | **Contractual Staff ONLY** |
|  |  |  | **Start Date:** | **End Date:** |
| **Job Duties : (maximum 500 character, including spaces available)**      |
| **Total Contract (Budget ONLY)** | **Reg/Temp** | **New/Replacement** **(for new postings only)** | **Full /Part-Time** |  **Standard Hrs/Wk** | **Hours/Day** | **Days/Week** |
|  **Contract Amount (Annual Salary)**  | **Daily Rate (Adjunct ONLY)** | **Hourly Rate** | **No. Days (Adjunct ONLY)** | **Stipend****[ ]**  | **Work State**  |
| **Approvals** |
| **Originator (Please type or print)** | **Signature\*** | **Date\*** | **Ext.\*** |
| Director/Chair (Please type or print) | Signature\* | Date |
| Dean (Please type or print) | Signature\* | Date |
| Vice President (Please type or print)  | Signature\* | Date |
| President (Please type or print)  | Signature\* | Date |
| Grant/Title III Office(Please type or print)  | Signature\* | Date |
| Budget Office (Please type or print)  | Signature\* | Date |
| **Office of Human Resources** (Please type or print)  | **Signature\*** | **Date Processed** |