

UNIVERSITY OF SOUTH FLORIDA GEMS NEW HIRE APPOINTMENT FORM



NEW APPOINTMENT – Please use an ASF when changing an existing appointment, adding a concurrent job or rehiring an employee.

Last Name: _____ First Name: _____ Middle Initial: _____ Date _____
 Name of College/Division/Department _____ Department ID: _____
 Campus Mail Point: _____ Location: _____
Building (3 digits) Room/Box Number (4 digits) Building (3 digits) Room/Box Number (4 digits) Phone Number

NON-STUDENT

PERSONNEL TYPE: Faculty A&P USPS OPS Resident

Position # _____

Title: _____ Job/Class Code: _____ Resident Level: _____

Admin. Title: _____ Administrative Code: _____

FTE: _____ Contract _____

Begin Date: _____ End Date: _____ if acting or visiting

Salary Rate: _____ Bi-Weekly Rate: _____

Hourly Rate: _____ Max/Hrs. Per week: _____

Discover USF Orientation Date: _____ Transfer from Dept ID: _____

Reports to Position #: _____ Supervisor Empl ID: _____

STUDENT

Hourly **Salaried**

Begin Date: _____ End Date: _____

Student Status: _____ Job/Class Code: _____

Class Title: _____

Hourly Rate: _____ Max Hours per Week: _____

Salary Rate: _____ Contract Months: _____

FTE: _____ Bi-Weekly Rate: _____

Termination Date: _____ Reason: _____

Transfer From Department ID: _____

Supervisor Name: _____ Supervisor Empl ID: _____

Pay Distribution - Gems Account Code: Percent:

Please provide any additional pay distributions in the **Remarks** section below.

GRADUATE ASSISTANTS ONLY		REMARKS	
Graduate Assistant's acceptance of changes to the current letter of offer:	x		
Date	Signature		
Form Prepared By	Phone #	x	x
Signature, Accountable Officer		Signature, Administrative Officer	
Print Name:			

HR Approval: _____ Input By: _____ Date: _____