|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| PeopleSoft Job Number: | | | | | | | | | | |
| Person recommended for hire *(last, first names* *and* *middle)*: | | | | | | | | | | |
| Social Security Number: | | Employee ID Number, if any: | | | | | | Date of Birth: | | |
| Action:  Initial Hire (01) - Never an ASU employee (including student employee), or returning after more than 12 months since employed by ASU  Promotion (06) - Moving to a higher pay grade in the same or another department  Transfer (10) - Moving to a different title with the same pay grade in the same or another department  Rehire (14) - Returning within 12 months since last employed by ASU (including student employee) | | | | | | | | | | |
| POSITION NUMBER: | | | | | | | | | | |
| CLAS Dept Name: | | | | | | CLAS Dept Code: | | | | FTE: |
| Name of previous incumbent: | | | Job Title Listed on Position Number: | | | Academic Rank for faculty and academic professionals: | | | | |
| Full Time/Part Time:  Full Time – 1.0 FTE  Part Time – Less than 1.0 FTE  PRN – on call | | | Regular/Temporary:  Regular  LT Temp  ST Temp  Seasonal | | | Pay Status:  Fiscal - ASUBW  Academic ASU20 or ASUB  Hourly | | | | |
| Employment Category:  Classified Staff  Service Professional | | | Faculty  Tenured  On Track  Not on Track  Administrative Assignment | | | Academic Professional  Continuing  On Track  Not on Track  Administrative Assignment | | | | |
| PAY AND SOURCE OF FUNDS INFORMATION | | | | | | | | | | |
| Comp Rate: | | | | Comp Frequency : | | | BW Pay Period Amount: | | | |
| Account Number | Distribution % | | | | Distribution Amount | | Start Date | | | |
|  | % | | | |  | |  | | | |
|  | % | | | |  | |  | | | |
|  | % | | | |  | |  | | | |
|  | % | | | |  | |  | | | |
| CONTACT INFORMATION AND FUNDING APPROVALS | | | | | | | | | | |
| Contact Person: | | | | | | | | | Phone: | |
| Account Representative Approval | | | | | | | | | Date | |
| CLAS Dean Approval | | | | | | | | | Date | |