## Casual Appointment Primary Position Personnel Transaction Report Form

**NAE- Demographic Information All Employees** \_\_\_\_\_\_ First: \_\_\_\_\_\_ MI: \_\_\_\_ Datatel # \_\_\_\_\_ Last Name: \_\_\_ Residential Address: City: State: Zip Code: County: Phone Number: Campus Address: \_\_\_\_\_ Campus Phone Number: \_\_\_\_ Email: \_\_\_\_\_ Off Campus Work Address: Position Information Position Title: CASUAL Department Name: \*\*Preferred Start Date: Stop Date: Salary:\_\_\_\_\_\_ # of Pays\_\_\_\_ Monthly Salary \_\_\_\_ \_\_\_\_\_ Hourly Rate: \_\_\_\_\_ FTE Status:\_\_\_\_ Position Type:\_\_\_\_ Job Classification: <u>CA</u> Pay Cycle:\_\_\_\_\_ Casual employees get paid hourly wages only. Monthly time sheets must be submitted to Payroll by end of month to be paid the 15th of following month. Account #: \_\_\_\_\_\_ Project # \_\_\_\_\_ Account #: % Project # Comments: \_\_\_\_\_ **Human Resource Services Use Only** Position Smart Code: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_ Social Security Number \_\_\_\_\_ Official Employment Start Date: \_\_\_\_\_ Verified by Human Resource Representative: \*\* Human Resources will notify prospective employee of expected start date and to report to Human Resources the day before going to department. The department notifies Human Resources, Payroll Office and ERP/OIT Departments on or before the date of termination via email notification link. The department is responsible for the issuance and return of all keys, equipment, uniforms or purchase cards, library items and reconciling parking tickets. **Approval Process Department Head-Division Chair-Director** Dean (if appropriate) Vice President **Budget Officer** Date Date **Affirmative Action Officer** Date Special Grants (if appropriate) Date

President

Date