WHEN TO USE A STAFF AUTHORIZATION FORM

- Recruiting a new staff member. Complete Department and Recruitment sections of the authorization.
- Hiring a new staff member or appointing a current staff member to an additional or existing job. Complete Employment section of the original Recruitment authorization for that position.
- Changes to current staff or positions: salary, index code, change of dates or change in number of pays, resignation. Complete Department and Recruitment sections of authorization.

DEPARTMENT - SECTION

- The Department Information section must be completed on ALL Employment Authorizations.
- Check Primary if the authorization refers to an employee's main position.
- Check Additional if you are employing a current staff member to do an additional job.

RECRUITMENT INFORMATION/BUDGET APPROVAL

- If the proposed salary exceeds the current position budget please check the "Transfer Attached" box and attach a Budget Transfer to correct the position budget.
- Include job description and organizational chart.

<table>
<thead>
<tr>
<th>Number</th>
<th>Definition</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>6022</td>
<td>Exempt</td>
<td>Salaried</td>
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<tr>
<td>6032</td>
<td>Non-Exempt</td>
<td>Hourly</td>
</tr>
<tr>
<td>6033</td>
<td>Addtl jobs</td>
<td>For regular staff</td>
</tr>
</tbody>
</table>

EMPLOYMENT/HIRING INFORMATION - SECTION

- Effective date is the employee's start date.
- If the offered salary exceeds the salary approved in the RECRUITMENT INFORMATION/BUDGET APPROVAL section, check the "Transfer Attached" box and attach a Budget Transfer to correct the position budget.
- After a candidate has been cleared for hiring, complete the lower portion of the EMPLOYMENT/HIRING INFORMATION section, and circulate for final signatures.
- Please provide new hire's current mailing address. If a re-hire, please confirm address is still current.

ADDITIONAL NOTES

- Make sure all information is filled out completely (i.e. index, org#, and end date). If any information is missing, the authorization will be returned, which may cause a pay check delay.
- Non-Exempt employees must be paid with an hourly rate and timesheets submitted.
- Hourly employees cannot be paid by voucher.
- If the employee is going to be paid one time only or in sporadic payments, the employee must be paid by voucher stipend.
- If there are two or more consecutive payments, do not use a voucher.
- Include the number of payments and the entire amount of stipend in space provided.
- All Employment Authorizations within the Academic Division must be approved by the Academic Budget Officer before submittal to the University Budget Office or Sponsored Programs.
- Allow a minimum of two business days per office for the authorization to circulate. Allow for approval by: Division VP or Provost Office, Sponsored Programs (where applicable), University Budget Office, Human Resources and Payroll.