

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.

Account numbers that can be used on a Staff authorization include:

Number	Definition	Notes
6022	Exempt	Salaried
6032	Non-Exempt	Hourly
6033	Add'l jobs	For regular staff

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.