



### REQUEST FOR NON-STUDENT HOURLY EMPLOYEE

**Duration of employment and position cannot exceed nine months in any twelve-month period.**

Name:	_____	Net ID/PID:	_____
Personal email:	_____	Telephone #:	_____
Mailing address:	_____		
Position title:	_____	Department:	_____
Account #:	_____	Requested by:	_____
Begin date:	_____	End date:	_____

Justification for position:

Job description (briefly describe duties and responsibilities):

Hourly rate: \$ _____	No. of days: _____	No. of hrs./day: _____
Total hours: _____	Total cost: \$ _____	

**Non-student hourly EMPLOYEE review/acceptance of terms and hourly rate:**

To confirm your acceptance of this appointment, please sign electronically. **By signing this offer letter, you are giving consent for Colorado State University Pueblo to conduct a background check on you; this background check will be performed by HireRight. You will receive email/text communication from HireRight to submit your information for the background check. Your appointment is contingent upon review and approval of your background check, pursuant with the Background Checks for Employment Purposes policy (<https://www.csupueblo.edu/general-counsel/doc/background-checks-for-employment-purposes-policy.pdf>).**

Employee signature/consent: _____	Date: _____
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**APPROVAL CERTIFICATION (in order listed):**

Dean/Director:	_____	Date: _____
Fiscal Officer—ORSP, if grant-funded:	_____	Date: _____
Area Vice President:	_____	Date: _____
Budget Approval:	_____	Date: _____
Human Resources:	_____	Date: _____
Comments:	_____	

Verification—to be determined by Human Resources. The proposed employee:

IS eligible for the time requested.  
 IS NOT eligible for the time requested.

**All new employees must complete demographic form, I-9, and new hire paperwork prior to beginning work.**