

# Personnel Request Form

Department Name:		HIRES#:	
Employee Name/ WSU ID:			
Employee Type (Faculty, Staff, Grad, Time Slip):			
Workstudy: Yes    No	USDA: Yes    No	US Citizen:	Position #:
I9 Needed? <small>(DEPPS, Employee Screen, I9 on command line will tell you status of I9 for current or former employees)</small>		FT Monthly Base Rate/Hourly Rate/Piece Rate (\$):	
Title & Title Code:		Country of Citizenship:	
Work Location:		Supervisor:	
Working in Major: Yes    No		Appointment Begin /End Dates:	
<b>FUNDING INFORMATION</b> <small>(If more than 3 lines attach a spreadsheet)</small>		<b>Funding Line #1</b>	<b>Funding Line #2</b>
		<b>Funding Line #3</b>	
Funding Begin Date:			
Funding End Date:			
Program/Budget/Project:			
FTE %:			
Anticipated Cost (\$) for appointment/change (all non-time slip)			
Purpose of Request:			
Justification for all Retro Actions:			
90 day Justification for all Retro <b>GRANT</b> Actions:			
<b>Additional Questions (Required) for <u>all</u> Time Slip actions/appointments</b>			
Do you anticipate the employee will be appointed for six (6) months or more? Yes    No			
Anticipated hours of work per week: 0-19      20-29      30-40			
Is it anticipated the employee will work eight (8) or more hours in each month of the appointment? Yes    No			
Will this appointment be occurring seasonally, or on a recurring basis? Yes    No			
As of this appointment, do you anticipate this employee will be in student status now, or anytime during the upcoming year? Yes    No			

\*Please send the completed form to the appropriate location:

or