

**PERSONNEL REQUEST
(FILL OUT ENTIRE FORM)**

FACULTY NAME (PRINT) _____
(APPROVED BY FACULTY OR HIRING MANAGER)

FACULTY NAME (SIGN) _____

EMPLOYEE'S NAME _____

POSITION REQUEST _____

CIRCLE ONE: **UNDERGRADUATE**

GRADUATE

The above applies from beginning of classes thru final exams of each semester with the exception of Thanksgiving and Christmas Holidays an breaks between semesters.

NON-STUDENT

May work 40 hours or less per week. Temporary full-time employees may work up to 6 month. Letter to Human Resources routed thru the Business Manager can request an extension up to 6 additional months. Temporary Employees working 19 hours or less per week may work indefinitely.

PAY RATE _____ **ESTIMATED HRS/WEEK** _____

BUDGET _____

DATE OF INITIAL EMPLOYMENT _____

APPROVAL MUST BE OBTAINED AT LEAST FIVE WORKING DAYS PRIOR TO INITIATION OF EMPLOYMENT. EMPLOYEE MUST COMPLETE ALL UGA FORMS THRU FISCAL OFFICE BEFORE EMPLOYMENT BEGINS.

EXPECTED TERMINATION DATE _____

JUSTIFICATION FOR EMPLOYMENT OR INCREASE IN SALARY _____

APPROVED MANAGER _____

Angela Callaway/Business Manager

To be eligible for employment on an hourly basis, students must be enrolled and attending class. Maximum workload for Graduate Students cannot exceed 20 Hours/Week in combination with an assistantship. Out-of-state tuition waivers will not be granted to hourly employees on the basis of their employment.

FY 2005-2006

Education Level

Undergraduate Student Asst.

	July-December		January-June
I.	5.150	Drivers for Class 22005	5.150
II.	8.142	Forestry Wk. I 01150	8.381
III.	8.50	Forestry Wk. II 01151	8.50
IV.	5.15-15.00	Laboratory Helper 01001	5.15-15.00

Graduate Student Asst.

	July-Decemberr		January-June
V.	9.781	Forestry Tech. I 01152	9.781
VI.	9.781	Research Tech. I 01013	9.781
VII.	11.627	Forestry Tech. II 01153	11.627

EMPLOYEE PERSONNEL INFORMATION

Social Security No. _____

Name: _____
Last First name/Initial Middle Initial/name

Address: _____
Street or Route City State Zip Code

Phone Number (____) _____ Birth Date _____ Citizen of _____
Home Month/day/Yr Country

Visa Type _____

____ Male Single
____ Female Married Spouse's Name _____

____ White Oriental/Asian Hispanic
____ Black American Indian Other

Payroll Distribution:

_____ Direct Deposit to Bank (Mandatory)

Education:

Institution _____

Highest Degree _____

Date Graduated _____

UGA EMPLOYMENT HISTORY:

Current _____
Location

Previous _____
Date and Department