



# IDAHO STATE UNIVERSITY

## Personnel Recommendation

Prepared By \_\_\_\_\_

Extension \_\_\_\_\_

Employee Name: \_\_\_\_\_  
(AS APPEARS ON SOCIAL SECURITY CARD)

Date: \_\_\_\_\_

Social Security No./Bengal ID: \_\_\_\_\_

Gender:  Male  Female

Campus Address: \_\_\_\_\_ Work Location City: \_\_\_\_\_ Work Location State: \_\_\_\_\_

Home Address: \_\_\_\_\_

Forwarding Address (for resignation): \_\_\_\_\_

- New Appointment: New Position (approved by State Board on: \_\_\_\_\_) or Replaces (name/PCN): \_\_\_\_\_
  - Re-Appointment
  - Other (specify): \_\_\_\_\_
  - Type of Employment: (please select from options below)
    - Classified
    - Faculty Non-Tenure Track
    - Faculty Tenure Track
    - Non-Classified
    - Other
  - Leave  Resignation  Dismissal  Retirement  
 End of Contract/Appointment
- Last Day Worked: \_\_\_\_\_ DATE

		PRESENT APPOINTMENT			PROPOSED APPOINTMENT		
Department							
Title							
Effective Date							
Contract Dates	From:	To:		From:	To:		
Pay Period Begin/End Dates	From:	To:		From:	To:		
Pay Check Begin/End Dates	From:	To:		From:	To:		
Type of Appointment	<input type="checkbox"/> 12 month	<input type="checkbox"/> 9 month	<input type="checkbox"/> Other mo.	<input type="checkbox"/> 12 month	<input type="checkbox"/> 9 month	<input type="checkbox"/> Other mo.	
Annual Salary							
Bi-Weekly Salary							
Hourly Rate							
% worked if less than full time							
Time Card Approver							
Budget to be Charged	%	INDEX NO.(S)	AMOUNT	INDEX NO.(S)	AMOUNT		

Remarks on conditions of employment:

### AUTHORIZING SIGNATURES

DEPARTMENT CHAIR \_\_\_\_\_

UNIVERSITY BUSINESS OFFICER \_\_\_\_\_

DEAN OR DIRECTOR \_\_\_\_\_

SIGNATURE AUTHORITY \_\_\_\_\_

### FOR PERSONNEL OFFICE USE ONLY

Agenda Date: \_\_\_\_\_

Job Change Reason: \_\_\_\_\_

Tenure:  Yes  No

Pay Grade & Step: \_\_\_\_\_

PAY TYPE (Check One)

Register No. \_\_\_\_\_

Class Code: \_\_\_\_\_

1.  Regular

EIS/Date/By: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Position Control No. \_\_\_\_\_

2.  Time Card

HUMAN RESOURCES

BUDGET

GRANTS

CONTRACT

PAYROLL

FILE DATE