

Computer Science Department New Hire / Rehire Authorization Form and Change in Status Form

Name: _____ University ID#: _____

Supervisor: _____ Employee Email: _____

1. Has the employee been on payroll before?(UCPath appointment as TA, GSR, Student, Reader or Tutor) Fellowships are not paid via payroll) YES NO
2. UCPath ID # _____
3. Position # _____
4. Position (title) and title code: _____

Please include information in section 1 OR section 2

Please add pay rate: Rate of Pay \$ _____ Per Month Rate of Pay \$ _____ Per Hour

Section 1

_____ % of time for FALL
Quarter Begins: September 19th – December 31st

_____ % of time for WINTER
Pay Period: January 1st – March 31st

Section 2

Other hiring dates:

start date _____
end date _____

Other % of time: _____

Other step: _____

Please check all that are applicable:

- Deletion of Account #**
- Extension of Appointment**
- Additional of account #**
- FAU Change**
- Percentage Change**

End Appointment -Please include last day worked _____ and reason _____.

Computer Science Account / Account Name / Add or Delete / Effective Date / End Date / Percentage/ Fund Mgr. Approval

If the fund requires E-verify the Everify process can take several weeks and the employee must have a social security number

Employee Signature _____ Supervisor Approval _____
Date _____ Date _____