



Employment Authorization

Employee Name		Form Prepared by/Phone	
V#	Department/Division/Unit		
Hiring from	Direct Appointment	Recruitment	Pool
Section 1: Employee Information			
Initial Appointment	Rehire/Reappointed	Promotion	Direct Appointment
Internal Transfer from _____		Previous Government/Education Employment	
Replacement of		Position/E#	E-Class
Hire Date	Ending Date	Job Location (If not WOU)	
Annual Salary Rate	Monthly Rate	Hourly Rate	
Salary (Payroll use only)			
Section 2a: Staff Position Information			(Attach Position Description)
Type of Position/Position Status			
Classified (Fill out ** Below)	Temporary	Unclassified	
12-month (CA)	Represented Temp (TS) (Article 68)	12-month (UF)	
Academic Year (CA)	Non-Represented Temp (TS)	Academic Year (UE)	
Limited Duration (CE) (Article 36)	Coverage of position # _____	Short-term Appointment (UW)	
		Hourly/Stipend (UW/UV)	
List Normal Position Dates if < 12 months	FTE/Total Hours	Eligible for FLSA	Yes No
Working Title			
Classification**			
Class Number **	Salary Range**	Step **	
Section 2b: Faculty/GA Position Information			(Attach Position Announcement & Workload)
Type of Position			
Tenure-Track/Tenured	Non Tenure-Track (Fixed term)	Graduate Teaching Assistant (XB)	
12-month (UB)	9-month .50+ FTE (UA)	Graduate Research Assistant (XB)	
Academic Year (UA)	9-month <.5 FTE (UC)	Advisor	
	Visiting Faculty (UA)		
Annual FTE	Summer FTE	Fall FTE	Winter FTE Spring FTE
Academic Title/Rank		Discipline	
Section 3: Funding Information (Fiscal Year)			(Approval signatures below confirm funding)
Major Org.	Index # _____	Index # _____	
_____	Fund # _____	Fund # _____	Totals:
Wages charged to index	\$ _____	+	\$ _____ = \$ _____
OPE charged to index	\$ _____	+	\$ _____ = \$ _____
Approval Signatures			
Division Chair or Supervisor:			Date:
Dean or Director:			Date:
Provost or Vice President:			Date:
Human Resources Director:			Date:
Budget Office:			Date: