



### Employment Authorization

Employee Name		Form Prepared by/Phone	
V#	Department/Division/Unit		
Hiring from	Direct Appointment	Recruitment	Pool
<b>Section 1: Employee Information</b>			
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	
Employee Contact Information (email/phone)			
<b>Section 2a: Staff Position Information</b>			<b>(Attach Position Description)</b>
Type of Position/Position Status			
<b>Classified</b> 12-month (CA) Academic Year (CA) Limited Duration (CE) (Article 36)	<b>Temporary</b> Represented Temp (TS) (Article 68) Non-Represented Temp (TS) Coverage of position # _____	<b>Unclassified</b> 12-month (UF) Academic Year (UE) 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 **	
<b>Section 2b: Faculty/GA Position Information</b>			<b>(Attach Position Announcement &amp; Workload)</b>
Type of Position			
<b>Tenure-Track/Tenured</b> 12-month (UB) Academic Year (UA)	<b>Non Tenure-Track (Fixed term)</b> 9-month .50+ FTE (UA) 9-month <.5 FTE (UC) Visiting Faculty (UA)	Graduate Teaching Assistant (XB) Graduate Research Assistant (XB) Advisor	
Annual FTE	Summer FTE	Fall FTE	Winter FTE Spring FTE
Academic Title/Rank		Discipline	
<b>Section 3: Funding Information (Fiscal Year)</b>			<b>(Approval signatures below confirm funding)</b>
Major Org.	Index # _____	Index # _____	
_____	Fund # _____	Fund # _____	Totals:
Wages charged to index	\$ _____ +	_____ =	\$ _____
OPE charged to index	\$ _____ +	_____ =	\$ _____
<b>Approval Signatures</b>			
Division Chair or Supervisor:			Date:
Dean or Director:			Date:
Provost or Vice President:			Date:
Human Resources Director:			Date:
Budget Office:			Date: