

Central Connecticut State University

Recommendation for University Assistant Appointment Fiscal Year 2009 - 2010

Renewal _____ New Appointment _____

CCSU ID# | | | | | | | | | |

Name: _____
Last First MI

Address: _____
Street

City State Zip Code

Telephone #: (_____) _____ - _____

Department: _____ Supervisor: _____

Alternate: _____

Duties: _____

Approver: | | | | | | | |

Start Date ____/____/____

Position #: | | | | | | | |

End Date ____/____/____

Banner Index: | | | | | | | |

Total Weeks: _____

Total Salary for 2009-10 Employment Period:

\$ _____ (rate/hour) x _____ (hours/week)* x _____ (total weeks) = \$ _____

*The number of hours assigned and worked by the University Assistant may not exceed an average of 19 hours per week for the term of the employment. Hours worked may not exceed 40 hours per pay week.

Recommended by _____ (Supervisor) Date _____
Print name / Signature

Approved by _____ (Dean, Director, etc.) Date _____
Print name / Signature

Approved by _____ (Executive Officer) Date _____
Print name / Signature

Approved by _____ (Grants-for **ALL** Grants) Date _____
Print name / Signature

New appointments ONLY:

(To be filled in after appointment is approved) Date of Birth ____/____/____ Race _____ Sex M / F

For Human Resources Use Only

Citizen Y / N W-4 _____ CT W-4 _____ Ethics/Violence Prevention Policy _____

If No – VISA or PRA I-9 _____ BKGRD _____ Employee # _____

| PP Begin Date | PP End Date | Approved by 12 PM | Paid Date |
|---------------|-------------|-------------------|-----------|
| 06/19/09 | 07/02/09 | 07/03/09 | 07/17/09 |
| 07/03/09 | 07/16/09 | 07/17/09 | 07/31/09 |
| 07/17/09 | 07/30/09 | 07/31/09 | 08/14/09 |
| 07/31/09 | 08/13/09 | 08/14/09 | 08/28/09 |
| 08/14/09 | 08/27/09 | 08/28/09 | 09/11/09 |
| 08/28/09 | 09/10/09 | 09/11/09 | 09/25/09 |
| 09/11/09 | 09/24/09 | 09/25/09 | 10/09/09 |
| 09/25/09 | 10/08/09 | 10/09/09 | 10/23/09 |
| 10/09/09 | 10/22/09 | 10/23/09 | 11/06/09 |
| 10/23/09 | 11/05/09 | 11/06/09 | 11/20/09 |
| 11/06/09 | 11/19/09 | 11/20/09 | 12/04/09 |
| 11/20/09 | 12/03/09 | 12/04/09 | 12/18/09 |
| 12/04/09 | 12/17/09 | 12/18/09 | 01/01/10 |
| 12/18/09 | 12/31/09 | 01/01/10 | 01/15/10 |
| 01/01/10 | 01/14/10 | 01/15/10 | 01/29/10 |
| 01/15/10 | 01/28/10 | 01/29/10 | 02/12/10 |
| 01/29/10 | 02/11/10 | 02/12/10 | 02/26/10 |
| 02/12/10 | 02/25/10 | 02/26/10 | 03/12/10 |
| 02/26/10 | 03/11/10 | 03/12/10 | 03/26/10 |
| 03/12/10 | 03/25/10 | 03/26/10 | 04/09/10 |
| 03/26/10 | 04/08/10 | 04/09/10 | 04/23/10 |
| 04/09/10 | 04/22/10 | 04/23/10 | 05/07/10 |
| 04/23/10 | 05/06/10 | 05/07/10 | 05/21/10 |
| 05/07/10 | 05/20/10 | 05/21/10 | 06/04/10 |
| 05/21/10 | 06/03/10 | 06/04/10 | 06/18/10 |
| 06/04/10 | 06/17/10 | 06/18/10 | 07/02/10 |
| 06/18/10 | 07/01/10 | 07/02/10 | 07/16/10 |