



Central Connecticut State University

Recommendation for University Assistant Appointment Fiscal Year 2025-2026

Renewal: ☐ New Appointment: ☐

CCSU ID#

Name: Last First MI

Address: Street

City State Zip Code

Home #: Cell #:

Department: Supervisor:

Duties:

Please use **either** option # 1 **or** 2: 1. If working full fiscal year year 2. If working partial fiscal year

Start Date 06/27/2025 Start Date *This must be the start of a pay period*

Banner Index: End Date 06/25/2026 End Date

Total Weeks: 52 Total Weeks: Total

Salary for 2025-26 Employment Period:

\$ (rate/hour) x (hours/week)* x (total weeks) = \$ (cannot exceed \$24,000)

*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

For Human Resources Use Only

Human Resources Received: ☐ Position #
Citizen ☐ Y ☐ N ☐ W-4 ☐ CT W-4 ☐ Ethics/Violence Prevention Policy
If No – ☐ VISA ☐ PRA ☐ I-9 ☐ BKGRD Employee #