Berkeley Campus Shared Services

NEW HIRE FORM

Use to appoint Staff (up to 900 hours) and Non-Academic Student Titles without recruitment

Hiring Paperwork must be completed on or before the start of work

INFORMATION BELOW IS REQUIRED FROM HIRING UNIT	
Action Needed:	**Supervisor:**
Name of Hire (Last, First MI):	**EID/SID (if known):**
Contact Email:	Phone #:
Department:	Dept ID: **Work Location**

Use Position #:   **Or**
Create a New Position using the following:
Working Title: Appt. Type:
Payroll Title (if no position #):
Title Code (if no position #):   **Percentage of Appt:**

Start Date:	**End Date:**
Pay Rate:	**Pay Type:** ☐ **Workstudy (Students Only)**
Hours Per Week: ☐ Variable **Variable**	

CALTIME Use for hourly appointments only; will default to information below unless changed

Meal Break:	**Shift Length:**	Shift Occurs:
Friendly Name:	**Friendly Name Type:** Choose an item.	

FUNDING INFORMATION

Start Date	End Date	%	GLBU	Fund	Org/Dept	Prgm	Chartfield 1	Chartfield 2	Budgeted FTE	W-S Code

Chartstring for Certifications:

APPROVALS (as needed)	
Attach email approval if needed in lieu of signature below	
Supervisor Name:	Signature:
Fund Manager Name:	Signature:
Unit Manager Name:	Signature:

INFORMATION BELOW WILL BE COMPLETED BY CSS HR STAFF		
Time Code:	Pay Schedule:	Leave Code:
Comp Time Election:	Location:	Title Code:
Step:	Earning Code:	BELI:

ADDITIONAL JOB REQUIREMENTS

☐ **Background Check** ☐ DMV License Pull ☐ CANRA Mandated Reporter ☐ Physical Exam/Med ☐ Other:

Attached: ☐ **Resume**   ☐ **Job Description & PEM**   ☐ **Signed IOC**