Department of Anthropology
CASUAL STAFF EMPLOYMENT AUTHORIZATION
(Use for Non-Teaching Appointments Only & for Non-Student Employees)

1. Today’s Date: ______________________

2. Name of Hiring Authority/Supervisor: _______________________________________

3. Signature of Hiring Authority/Supervisor: ____________________________________

4. Name of Appointee: _____________________________________________________

5. Appointee’s Email Address:  ______________________________________________

6. Appointment: Starts _______________________Ends__________________________
   (MO/DATE/YR) (MO/DATE/YR)

7. Account to Charge to:____________________________________________________

8. Employment Title:  
   (check one & indicate level)
   □ Staff Research Assoc.  □ Programmer Analyst
   □ Editor  □ Analyst (Senior or Prin I, II)
   □ Bibliographer  □ Other (specify)____________

9. Pay Rate:  
   $_______._____ /Hour OR $_______/Monthly (FT Rate)

10. Percent of Appointment (e.g. 10 hrs ÷ 40 hrs/wk = 25.00%):        __ __ __.__ __ %

11. Brief Description of Job Duties:

   _______________________________________________________
   _______________________________________________________
   _______________________________________________________
   _______________________________________________________
   _______________________________________________________
   _______________________________________________________

   FOR OFFICE USE ONLY

   Chartstring: ___________________________________________
   Balance of Funds (as of today’s date):_____________________

   Verified By: ___________________________ Date Entered into HRMS: ___________