

**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)
- |  |   |
|--|---|
| <input type="checkbox"/> ___Asst. (I, II, III, IV) | <input type="checkbox"/> Computer Res Spc (I, II)       |
| <input type="checkbox"/> Staff Research Assoc.     | <input type="checkbox"/> Programmer Analyst             |
| <input type="checkbox"/> Editor                    | <input type="checkbox"/> Analyst (Senior or Prin I, II) |
| <input type="checkbox"/> Bibliographer             | <input type="checkbox"/> 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: