

University Employee Appointment Form

TOWER EMPLOYEES MAY NOT WORK UNTIL THEY HAVE BEEN AUTHORIZED BY TOWER HUMAN RESOURCES.

Federal law requires Tower Human Resources to attest, under penalty of perjury, that new hire's (1) identity and (2) legal authority to work has been examined and verified. Tower Foundation employees are not employees of the state. Employees who work on Tower Foundation projects are considered temporary employees under the California State Education Code Section 89900(c).

Check One: **New Hire** **New Account or Account Change** **Reappointment or Rehire** **One-Time Pay** **Other** _____

<p>Name: _____ <div style="display: flex; justify-content: space-between; width: 100%;"> Last First M.I. </div> SJSU ID: _____ Date of Birth: ____/____/____ Home Address: _____ City: _____ State: _____ Zip: _____ Email: _____ Phone: (____) _____ - _____ U.S. Citizen: <input type="checkbox"/> Yes <input type="checkbox"/> No If No, type of Visa: _____ Permanent Address (if different from above): _____ University Classification: _____ Have you previously worked for the Tower Foundation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when? _____ Employee Signature: _____ Date: _____</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th colspan="5" style="text-align: center; padding: 5px;">EMPLOYMENT ALLOCATION <small>(must be completed by UPFA only)</small></th> </tr> <tr> <th style="width: 40%;"></th> <th style="width: 10%; text-align: center;"><i>Fall</i></th> <th style="width: 10%; text-align: center;"><i>Winter</i></th> <th style="width: 10%; text-align: center;"><i>Spring</i></th> <th style="width: 10%; text-align: center;"><i>Summer</i></th> </tr> </thead> <tbody> <tr> <td>SJSU</td> <td style="text-align: center;">___%</td> <td style="text-align: center;">___%</td> <td style="text-align: center;">___%</td> <td style="text-align: center;">___%</td> </tr> <tr> <td>SJSU Research Found.</td> <td style="text-align: center;">___%</td> <td style="text-align: center;">___%</td> <td style="text-align: center;">___%</td> <td style="text-align: center;">___%</td> </tr> <tr> <td>IES</td> <td style="text-align: center;">___%</td> <td style="text-align: center;">___%</td> <td style="text-align: center;">___%</td> <td style="text-align: center;">___%</td> </tr> <tr> <td>Special Consultant</td> <td style="text-align: center;">___%</td> <td style="text-align: center;">___%</td> <td style="text-align: center;">___%</td> <td style="text-align: center;">___%</td> </tr> <tr> <td>Tower Foundation</td> <td style="text-align: center;">___%</td> <td style="text-align: center;">___%</td> <td style="text-align: center;">___%</td> <td style="text-align: center;">___%</td> </tr> <tr> <td>Total Allocation of Time</td> <td style="text-align: center;">___%</td> <td style="text-align: center;">___%</td> <td style="text-align: center;">___%</td> <td style="text-align: center;">___%</td> </tr> <tr> <td colspan="5" style="padding: 5px;">Notes: _____</td> </tr> <tr> <td colspan="5" style="padding: 5px;"><i>Signature below corroborates any time allocation listed:</i></td> </tr> <tr> <td colspan="5" style="padding: 5px;">UPFA Signature: _____ Date: _____</td> </tr> </tbody> </table>	EMPLOYMENT ALLOCATION <small>(must be completed by UPFA only)</small>						<i>Fall</i>	<i>Winter</i>	<i>Spring</i>	<i>Summer</i>	SJSU	___%	___%	___%	___%	SJSU Research Found.	___%	___%	___%	___%	IES	___%	___%	___%	___%	Special Consultant	___%	___%	___%	___%	Tower Foundation	___%	___%	___%	___%	Total Allocation of Time	___%	___%	___%	___%	Notes: _____					<i>Signature below corroborates any time allocation listed:</i>					UPFA Signature: _____ Date: _____				
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ANTICIPATED APPOINTMENT PERIOD <small>(maximum one year appointment)</small>			
Fall: _____	Winter: _____	Spring: _____	Summer: _____
Dates: _____ to _____	Dates: _____ to _____	Dates: _____ to _____	Dates: _____ to _____
# of Hours: _____	# of Hours: _____	# of Hours: _____	# of Hours: _____
Hourly Rate: _____	Hourly Rate: _____	Hourly Rate: _____	Hourly Rate: _____
Total Payment: _____	Total Payment: _____	Total Payment: _____	Total Payment: _____

PROJECT INFORMATION	AUTHORIZATIONS																					
Project Name: _____ Scope: _____ Description: _____ Supervisor Name: _____ Time Card Approver Name: _____ Tower Account Name: _____ Tower Account #: _____	<p style="text-align: center; font-size: small;">The recruitment and appointment of this person is in conformity with affirmative action policy and / or this appointment conforms to Chancellor's Office policy on overload as specified in FSA79-30.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%; text-align: left; padding: 5px;">AUTHORIZER</th> <th style="width: 40%; text-align: left; padding: 5px;">SIGNATURE</th> <th style="width: 30%; text-align: left; padding: 5px;">DATE</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Acct. Holder</td> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Dept. Chair</td> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Dean</td> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">UP (non-faculty)</td> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Tower COO</td> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Tower HR</td> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> </tr> </tbody> </table>	AUTHORIZER	SIGNATURE	DATE	Acct. Holder			Dept. Chair			Dean			UP (non-faculty)			Tower COO			Tower HR		
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TOWER FOUNDATION HUMAN RESOURCES USE ONLY			
Pay Code: _____	Fringe Benefit: _____	Job Code: _____	Worker's Comp Code: _____

DocuSign or Wet Signatures are required.

Payroll #: _____

Send ORIGINAL form to Tower Foundation HR in Clark Hall, Suite 300, zip 0183 | (408) 924-1127