

## Employee Appointment Form

(Use University Employee Appointment Form for Faculty and University Employees)

**NEW 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** \_\_\_\_\_

\***New Hire:** Detailed job description **MUST** accompany this form.

<p><b>EMPLOYEE DATA</b></p> <p>Social Security #: _____ - _____ - _____</p> <p>Name: _____</p> <p style="margin-left: 40px;">Last <span style="margin-left: 150px;">First</span> <span style="margin-left: 150px;">M.I.</span></p> <p>Birth Date: ____/____/____</p> <p>Home Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Email: _____</p> <p>Phone: (____) _____ - _____</p> <p>U.S. Citizen: <input type="checkbox"/> Yes <input type="checkbox"/> No   If No, type of Visa: _____</p> <p>Permanent Address (if different from above): _____</p>	<p><b>STUDENT ASSISTANT APPOINTMENTS ONLY</b></p> <p><i>Student Assistants must present proof of enrollment for each academic period enrolled (it MUST show the student's name and total number of units enrolled for that period).</i></p> <p>Registered Student:</p> <p style="margin-left: 100px;"> <input type="checkbox"/> Undergraduate  <input type="checkbox"/> Graduate         </p> <p>Expected graduation date: Month _____ Year _____</p> <p>Notes: _____</p>
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<p><b>EMPLOYMENT INFORMATION</b></p> <p>Have you previously worked for the Tower Foundation?</p> <p><input type="checkbox"/> No   <input type="checkbox"/> Yes   If yes, when? _____</p> <p>Do you have any relatives working for the Tower Foundation?</p> <p><input type="checkbox"/> No   <input type="checkbox"/> Yes   If yes, whom? _____</p> <p>Will a personal auto be used on company business?   <input type="checkbox"/> No   <input type="checkbox"/> Yes</p> <p>Work Location: _____</p> <p>Work Phone: (____) _____ - _____</p> <p>Supervisor: _____</p>	<p><b>ANTICIPATED APPOINTMENT PERIOD</b></p> <p><i>(Maximum one year or availability of funds, if earlier)</i></p> <p>Start: _____ End: _____</p> <p>Hourly Rate: \$ _____   Semi-monthly Rate: \$ _____</p> <p>Time Card Approver: _____</p> <p>Job/Working Title: _____</p> <p><input type="checkbox"/> Exempt   <input type="checkbox"/> Non-Exempt</p> <p>Account #: _____</p> <p>Account Name: _____</p>
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<p>Employee Signature: _____ Date _____</p>	<p>Acct. Holder Signature: _____ Date _____</p>
<p>Tower HR Signature: _____ Date _____</p>	<p>Other Information: _____</p>

Tower Foundation Human Resources Use Only	
<p>Pay Code: _____ Fringe Benefit: _____</p> <p>Job Code: _____ Worker's Comp Code: _____</p>	<p><b>FICA Exempt:</b> _____</p> <p><b>Payroll #:</b> _____</p>

**DocuSign or wet signatures are required.**