

San José State University Research Foundation

Non Faculty Appointment Form

For H. R. Use Only

Pay Code	_____
Job Code	_____
Obj. Code	_____
F/B Code	_____

SJSU Research Foundation is an E-Verify employer. New hires/Rehires must provide eligibility documents to HR within 3 days of hire date to complete the e-verify process.

Check One	New Hire	Rehire	Add New Acct.	Change Acct.	Change of Position/Status	Reappt.	Salary Action	One time Pay	Separation	Other

Last Name _____ First Name _____
 Employee ID _____ SJSU ID _____
 Address _____
 City _____ State _____
 Phone _____ Zip Code _____
 SJSU Email _____
 Personal Email _____

SJSU Employee Yes* No
 *If yes, complete Additional Employment Request Form.
FOUNDATION EMPLOYEES ARE NOT STATE EMPLOYEES
 Research Foundation employees who work on projects or programs funded by grants, contracts, gifts or fees are considered temporary employees under the meaning of Section 89900(c) of the California State Education Code.

U. S. Citizen/Permanent Resident Yes No
 If no, other visa type _____
 Work Phone _____ Work Location _____
 Supervisor Name _____
 Supervisor Email _____

STUDENT ASSISTANT APPOINTMENTS ONLY
 (must be completed)
 Registered: SJSU Other (Specify): _____
 High School Undergraduate Graduate
 Expected Graduation Date: _____

Have you worked previously for the Research Foundation?
 Yes No If yes, when? _____
 Do you have any relatives working for the Research Foundation?
 Yes No If yes, whom? _____

REASON FOR SEPARATION
 Voluntary (Attach Resignation Letter)
 Discharge (must have HR pre-approval)
 End of Appointment
 Retirement
 Death
 Date Separation is effective _____
 Last Day Worked _____

APPOINTMENT PERIOD
 Start Date _____ End Date _____
(Maximum one year or termination of funding, if earlier)
 Hourly Rate in \$ _____ Time in % _____
 Semi-Monthly at 100% _____ Annual at 100% _____

For information concerning working conditions & benefits refer to the handbook, HR/PY Packet, HR or visit www.sjsu.edu/researchfoundation. Call 408-924-1460 for HR assistance.

Job Title: _____
 Exempt Non-exempt Benefited Non-benefited
 Account No.: _____
 *Sensitive Position: Yes No

AUTHORIZATION	SIGNATURE	DATE
Employee		
Authorized Account Signer Name		
Authorized Account Signer Signature		
Foundation HR		
Executive Director		

If yes: Background check/Livescan required
***Sensitive positions include working with minors/disabled elderly, access to level one and financial data. Employee is not authorized to work until HR receives the results of background check/livescan. See HR Background Check Policy for details.**

Send completed form to Research Foundation Human Resources dept. at EXT ZIP 0139.

COMMENTS