

Office of Human Resources
Appointment/Salary Letter Request Form

Position Title: _____

Department: _____

Name: _____

Address:

Appointment Date: _____

Annual Salary: _____

Salary Range: _____

(for Nonexempt positions only)

7-Digit PeopleSoft Department Number: _____
(for budgeting purposes)

This employee was hired through a competitive search process (Yes or No):

Copies of letter to:

Signature: _____

Department Head

_____ Date

Signature: _____

Vice President

_____ Date