PERSONNEL REQUEST (FILL OUT ENTIRE FORM)

FACULTY NAME (PR	(APPROVED BY FACULTY OR HIRING MANAGER)
FACULTY NAME (SIG	GN)
EMPLOYEE'S NAME	
POSITION REQUEST	
CIRCLE ONE:	UNDERGRADUATE
	GRADUATE
	ginning of classes thru final exams of each semester with the and Christmas Holidays an breaks between semesters.
	NON-STUDENT
Letter to Human Resources	per week. Temporary full-time employees may work up to 6 month. s routed thru the Business Manager can request an extension up to 6 rary Employees working 19 hours or less per week may work
PAY RATE	ESTIMATED HRS/WEEK
BUDGET	· · · · · · · · · · · · · · · · · · ·
DATE OF INITIAL EM	IPLOYMENT
	TAINED AT LEAST FIVE WORKING DAYS PRIOR TO INITIATION LOYEE MUST COMPLETE ALL UGA FORMS THRU FISCAL OFFICE BEGINS.
EXPECTED TERMINA	ATION DATE
JUSTIFICATION FOR	EMPLOYMENT OR INCREASE IN SALARY
APPROVED MANAGI	
	Angela Callaway/Business Manager

To be eligible for employment on an hourly basis, students must be enrolled and attending class. Maximum workload for Graduate Students cannot exceed 20 Hours/Week in combination with an assistantship. Out-of-state tuition waivers will not be granted to hourly employees on the basis of their employment.

FY 2005-2006

Education Level

Undergraduate Student Asst.

	July-December		January-June			
I.	5.150	Drivers for Class 22005	5.150			
II.	8.142	Forestry Wk. I 01150	8.381			
III.	8.50	Forestry Wk. II 01151	8.50			
IV.	5.15-15.00	Laboratory Helper 01001	5.15-15.00			
Graduate Student Asst.						
	July-Decemberr		January-June			
V.	9.781	Forestry Tech. I 01152	9.781			
VI.	9.781	Research Tech. I 01013	9.781			
VII.	11.627	Forestry Tech. II 01153	11.627			

EMPLOYEE PERSONNEL INFORMATION

Social Security No				
Name:				
Last	Fist name/Initia	I	Middle Initial/name	
Address:				
Address:Street or Route	City	State	Zip Code	
Phone Number ()	Birth Date		Citizen of	
Home		Month/day/Yr	Country	
	Visa Type			
	Single			
Female	Married	Spous	Spouse's Name	
White	Oriental/AsianHispanic		Hispanic	
Black	American Indian		Other	
Direct Deposit to Bank (Education:	· • • • • • • • • • • • • • • • • • • •			
Insitution				
Highest Degree				
Date Graduated				
UGA EMPLOYMENT HISTORY:				
Current				
Location				
Previous				
Date and Departme	ent			