

ES6: Unclassified Temporary-Emergency Hire Fixed Term Academic Staff/Graduate Assistant/Volunteer Staff

NOTE: All information 1 through 20 on this form must be completed in order to generate a contract; job description must be attached; transcript and current resume must be attached only if new, temporary hire.

Academic Staff
non recruited / "no intention to renew"

Graduate Assistant

Volunteer Staff
Only fill out fields marked *

DEMOGRAPHIC DATA:

1. * Legal Name: _____ SSN: _____ - _____ - _____ * Birthdate: _____ Gender: _____
(As appearing on SS Card) (mm/dd/yyyy)

2. * Home Address: _____
* City: _____ * State: _____ * ZIP: _____ Phone: (____) _____ - _____

3. * College or Division: _____ * Department or Unit: _____

4. Campus Work Address: _____
Building _____ Room # _____ Phone Number _____

5. * Supervisor: _____ 6. Educational Prep Code: _____

7. **INITIAL HIRE ONLY:** International hire: _____ Minnesota Resident: _____
Years of previous experience (N/A for Grad Assists): _____
Teaching: _____ UW-Stout _____ University other than UW-Stout _____ Secondary _____ Elementary _____
Related Professional: _____ Verification by (Dean/Director): _____
(See unclassified handbook for guidelines)

POSITION INFORMATION (N/A for Grad Assists):

8. New Position: Yes No, replacing whom: _____
Reason: _____

NOTE: If new academic staff position, contact the HR Office to complete an Academic Staff titling Survey

CONTRACT INFORMATION:

9. Appointment: Academic Year Annual 10. Reporting date [mm/dd/yyyy]: _____ ?

11. * Beginning/ending dates of contractual employment [mm/dd/yyyy]: From _____ through _____ ?

12. Unclassified Title Name ([refer to Title and Salary Structure](#)): _____ Title Code: _____

13. CUPA Code Assignment ([refer to NFSS Report](#)): _____ (N/A for Grad Assists)

14. Specific conditions of employment to note on contracts: _____ ?

BUDGET (#15., 17., 19.) / PAYROLL FUNDING (#16., 18., 20.) INFORMATION:

Calculator

15. Total Fiscal Year FTE: _____ ? 16. Total Working percent within period _____ % ?

17. Actual FY Salary Earned: \$ _____ 18. Based on Full-time Salary of \$ _____ /yr [\$ _____ /mt]

19. * Account Number: _____ ? Account Number: _____ Account Number: _____
FY Dollars used: \$ _____ FY Dollars used: \$ _____ FY Dollars used: \$ _____
FY FTE used: _____ FY FTE used: _____ FY FTE used: _____

20. Percent of Payroll: _____ % Percent of Payroll: _____ % Percent of Payroll: _____ % ?

PR NOTES/EXCEPTIONS/ADJUSTMENTS: _____

TO BE COMPLETED BY HUMAN RESOURCES OFFICE

Grade: _____ PR Appointment #: _____ Datatel Person #: _____

Ret Code: E **PRIOR SERVICE:** State _____ mt. Local _____ mt. ETF date: _____

Benefit Category: Eligible: E E was 80/20 00/STAS GRAD X/Annuitant Not Eligible

Benefit continue IDED _____ APPR _____ LP _____

PATA: 4 _____ < 50% HLTH >50% HLTH Spec Enroll

MO Base _____ SGL _____ ICI _____ UIA Yes No

TRACKING DATES: To Benefits: _____ To Payroll: _____ To Bene Pck: _____
Notified Orientation: _____ Attended Orientation: _____

APPROVALS:

Approved: _____
Dept. Chair/Unit Director Date

Dept. Chair/Unit Director Date

Approved: _____
Dean/Unit Supervisor Date

Dean/Unit Supervisor Date

Approved: _____
Director, Human Resources Date

Approved: _____
Division Administrator Date

Division Administrator Date

Approved: _____
Director of Affirmative Action (50 percent or more only) Date

NOTE: If candidate is split between divisions, both administrators and both deans must sign.

EXPLANATIONS:

10. Reporting date

This may be different than the beginning date of the contract in some instances. Examples include: Employment for Semester II – The dates of the contractual employment would be the entire Semester II period (for instance, January 8, 1998 to May 24, 1998) but the employee may not actually report to work until the first day of classes (January 20). In this example, January 20 would be the “Reporting Date” (refer to “Pay Calendars” tab in [“Calculator”](#)).

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11. Beginning/ending dates of contractual employment

Beginning and ending dates of the contract are inserted here. Note: Beginning date of contractual employment is not always equivalent to the “Reporting date” (refer to “Pay Calendars” tab in [“Calculator”](#)).

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14. Specific conditions of employment

Include qualification requirements included in the position description, vacancy announcement and/or advertisements. Examples: contingent on grant funding; must use vacation by end of fixed term, certification in one year, etc.

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15. Total Fiscal Year FTE

This is the proportionate amount of a full allocation which the individual will require. An individual who is working full time for the fiscal year will require a full 1.00 allocation. FTE used may be calculated by dividing the “Actual FY Salary Earned” by “Based on Full-time Salary”. Example: Employee earns \$4,500 based on a full-time salary of \$28,634 per academic year.

$$\$4,500 \div \$28,634 = 0.157 \text{ FTE}$$

[Calculator](#)

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16. Total Working percent within period

During the time period the individual is to be employed, state the percent of time the individual will work. An individual working full time will show as 100 percent. Working percent within period may be calculated by dividing the “Actual FY Salary Earned” by “Based on Full-time Salary” (within period). Example: Employee works one semester and earns \$4,500 based on a full-time salary of \$28,634 per academic year, i.e. \$14,317 per semester.

$$\$4,500 \div \$14,317 = 31.43\%$$

[Calculator](#)

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19. Account Number

If split between more than three account numbers use additional space under “PR Notes/Exceptions/Adjustments”

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20. Percent of Payroll

Must equal “16. Total Working percent within period”.

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