

HIRING TRANSMITTAL FORM

For Unclassified Faculty & Staff

College/Division:					
Department:					
Cost Center:		PRF #:		Position Control #:	
Seniority Program:					

An offer packet will be prepared by Human Resources upon receipt of the items listed below:

1. PLEASE ATTACH THE FOLLOWING ITEMS:

- Dean/VP written recommendation for hire
- UPD (MSUAASF & Administrators only)
- Dean/VP justification for higher salary & supporting salary data (if applicable)

2. INFORMATION FOR OFFER LETTER:

Name:	
Begin & End Date:	
Workload/FTE:	
Duty Days:	
Additional Days: <i>(List out)</i>	
Base Salary:	
Contract Salary:	
Bargaining Unit:	
Contract Status:	
Rank/Title:	
Special Conditions:	

3. TRANSMITTAL OF OFFER LETTER:

Street Address:	
City:	
State and ZIP:	
E-mail address:	

A signed copy of the terms of appointment will be e-mailed to the Dean/VP when returned to HR. At that time, the completed offer packet will be processed by Human Resources.

APPROVAL SIGNATURES:

	<i>Date</i>		<i>Date</i>
<i>College/School Dean (if applicable)</i>		<i>President or Division Vice President</i>	
<i>Human Resources</i>		<i>Date</i>	