**Engineering Hiring Information Form**

**Name:**

**(Last, First, MI)**

**Email Address: Phone:**

**Job Class/Title:**

**(GRA, GTA, Post-Doc, Student worker, etc.)**

**Include responsibilities:**

**New Hire:  Rehire:**

**Supervisor:**

**Start Date: End Date:**

**Salary - Monthly: or Hourly:**

**Number of hours worked - Monthly: or Weekly:**

**Funding Source:**

**(Cost Center #, WBS #, etc.)**

**Additional Comments:**

**Faculty Signature: Date:**

**Chair Signature (TA support only): Date:**

**For Office Use Only:** Check available of funds within funding source

Initials: Check availability dates of funding source

Grant funding will need to be processed through Grants Office for verification/PAF processing.