Keene State College Appointment Request Form
Hourly Appointments (formerly CHASE)

Hiring Department and Mail Stop	
Employee Name (legal name)	
USNH ID Number (If first-time KSC employee, attach their I-9 and note USNH ID not available)	_____ (USNH ID – not SSN) OR see attached I-9 ☐ (check here for I-9 attached)
Employee Preferred Email Address (Mailcruiser, Yahoo, Google, Hotmail, etc accepted)	
Does this person have a status/benefitted position within USNH? *(If yes, a "Request for Additional Pay for Services" form must be completed and attached*	
Appointment Information	
Position Number	
Appointment Begin Date	
Appointment End Date **(no later than June 30th)**	
Timesheet Org	
Hourly Rate	$
Estimated hours/week to be worked this job this fiscal year	
Job Duties: Please describe: Class Code (HR Use Only):_____	
1st Labor Distribution Fund/org/account/percent	_____-_____-_____-___%
2nd Labor Distribution Fund/org/account/percent	_____-_____-_____-___%
Approvals	
Supervisor Name	
Supervisor Signature/Date	
Financial Manager Name	
Financial Manager Signature/Date *(I authorize chargeback to my department for any background checks as required by Office of Human Resources for this hire. I also agree to abide by all USNH and KSC employment policies.)*	
If non-status/complementary hire, Principal Administrator Signature required, unless student employment	

Form completed by (please print name):_____