

# Keene State College Appointment Request Form

## Salaried Appointments (formerly CSSA)

<b>Hiring Department and Mail Stop</b>	
<b>Employee Name (legal name)</b>	
<b>USNH ID Number</b> (If first-time KSC employee, attach their I-9 and note USNH ID not available)	_____ (USNH ID – not SSN) OR see attached I-9 <input type="checkbox"/> (check here for I-9 attached)
<b>Employee Preferred Email Address</b> (Mailcruiser, Yahoo, Google, Hotmail, etc accepted)	
<b>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.)</b>	
<b>Appointment Information</b>	
<b>Position Number</b>	
<b>Appointment Begin Date</b>	
<b>Appointment End Date</b> (no later than June 30 <sup>th</sup> )	
<b>Timesheet Org</b>	
<b>Total Stipend Amount</b>	\$ _____
<b>Estimated days/weeks to be worked this job this fiscal year</b>	
<b>Job Duties: Please describe:</b>	
Class Code (HR Use Only): _____	
<b>1st Labor Distribution</b> Fund/org/account/percent	_____ - _____ - _____ %
<b>2nd Labor Distribution</b> Fund/org/account/percent	_____ - _____ - _____ %
<b>Approvals</b>	
<b>Supervisor Name</b>	
<b>Supervisor Signature/Date</b>	
<b>Financial Manager Name</b>	
<b>Financial Manager Signature/Date</b> <i>(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.)</i>	
<b>If non-status/complementary hire, Principal Administrator Signature required, unless student employment</b>	