

**Keene State College Complementary Hourly and Student Employee (CHASE)
Appointment Request
(Including Additional Appointment for Status Employees)**

Appointment requests not completed as required will be returned to supervisors and may delay payments

Information about Potential Employee			
Full legal name (first middle last):		If FT student ___ Work Study or ___ Student Hourly	
Social Security #:			
Does this person have current status (benefits-eligible) job within USNH? ___ yes → If yes, the status supervisor will need to approve of this appointment: ___ no		If yes, type of job: ___ Faculty ___ PAT ___ Op Staff	
Status Supervisor Signature _____			
Is I-9 Attached?	Or I-9 on File?	Is W-4 attached?	Or W-4 on file?
Information about the Position and Job Assignment			
Banner Position #		Banner Time Sheet Org Code (K___ XXX)	
Banner Fund-Org-Acct Code		Percentage	
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Average # Hours per Week		Hourly Rate of Pay	\$
Appointment Begin Date			
Appointment End Date (no later than June 30 th)			
Provide a brief description of the work to be performed; or the Work Study/Student Hourly job title: 			
Information about the Hiring Department			
Hiring Department Name		Mail Stop	
Name of Supervisor (Person authorized to sign timesheets)		Last 4 Digits of Supervisor's ID	
Name of Financial Manager (Appears on WEBI Report as Org Manager)		Last 4 Digits of Financial Manager's ID	

Supervisor

Signature

Date

Financial Manager

Signature

Date

For HR and Payroll Use only