

HOURLY EMPLOYEE PERSONNEL HIRING FORM

CSU ID # _____ ORACLE # _____ SWO # _____

Name: _____ Gender: Male Female
 LAST FIRST MI

Address _____ Phone # _____
 Street City Zip

Birthday: _____ / _____ / _____ SS#: _____ -- -- Visa Type: _____
 Month / Day / Year

Ethnic Group: Alaskan Native _____ American Indian _____ Asian _____ Black _____ Caucasian _____ Hispanic _____ Pacific Islander _____

Emergency Contact Info: Name: _____ Relationship: _____
 LAST FIRST

Home Phone # _____

Temporary

If you are a student attending _____ Other _____

When are you expecting to graduate _____

Local Emergency Contact Info (First Name) _____

Home Phone # _____

Non CSU student hourly: Are you currently attending school for _____ 6 credit hours? YES NO

Name of School / Institution _____ SOI form.

*Supervisor
Fill out bottom half
before sending employee
over to do paper work.
Thanks!*

New Employee's Signature: _____ Date: _____

To be COMPLETED by the Hiring Supervisor

Need Long Distance CODE if YES need phone # _____

First Day of Work: _____
 (1) (2) (3) (4)

Class Code # _____ Job Title _____ Grade _____ PAY Rate _____
 (5) (6) (7)

Crew: _____ Craft: _____ Section working for: _____

Funding Account/s Number
1 _____
2 _____

Printed name of Supervisor: _____ (9) Approvers CSU ID# _____ (10)
(who approves hours in FAMIS)

Signature of Supervisor / Foreman: _____ Date: _____

Student Employees:

Student Employees are paid an hourly rate at one of the steps listed.

OT Class Code	Job Title	Grade	Step									
			1	2	3	4	5	6	7	8	9	10

(1)

(2)

(3)

(4) **PAY RATE**

999992	Stu Intern	S.000.STU	} what ever you want to pay									
999991	Stu Coordinator	S.000.STU										

999644	Stu Structural Trades I	S.227.LTC	12.93	13.25	13.57	13.90	14.22	14.54	14.86	15.18	15.51	15.83
999645	Stu Structural Trades II	S.228.LTC	14.95	15.32	15.69	16.07	16.44	16.81	17.18	17.56	17.93	18.30

999641	Stu Gen Labor I	S.260.LTC	10.63	10.89	11.16	11.42	11.69	11.95	12.22	12.48	12.75	13.01
999642	Stu Gen Labor II	S.261.LTC	12.31	12.62	12.92	13.23	13.54	13.84	14.15	14.46	14.76	15.07
999643	Stu Gen Labor III	S.277.LTC	14.10	14.45	14.80	15.15	15.50	15.86	16.21	16.56	16.91	17.26

999630	Stu LTC Trainee I	S.232.LTC	7.36	7.45	7.63	7.81	7.99	8.18	8.36	8.54	8.72	8.90
999640	Stu LTC Trainee II	S.229.LTC	8.12	8.32	8.52	8.73	8.93	9.13	9.33	9.54	9.74	9.94
999430	Stu LTC Trainee III	S.248.LTC	9.63	9.87	10.11	10.35	10.59	10.83	11.07	11.31	11.55	11.79
999830	Stu LTC Trainee IV	S.237.LTC	10.63	10.89	11.16	11.42	11.69	11.95	12.22	12.48	12.75	13.01

(7) (5) (6) (8) (9) (10)

SHOP	CREW	CRAFT	FUNDING #	SUPERVISOR	SUPERVISOR CSU ID #	PHONE #	CLASS CODE	JOB TITLE	GRADE
Remodels	REVPLAN	REV	2139840	Mike Davis	823-320-576	491-0075	999992	Stu Intern	S.000
	XCHRL	REV	2139830	Tony Dekery Interns	823-014-053	491-0136	999992	Stu Intern	S.000
	REVPLAN	REV	2139830	Eilean Skold Finance	822-042-292	491-3636			
	XCHRL	REV	2139830	Chris Stoltze Labor	820-997-073	491-6112		Stu LTC Trainee II	
	XCHRL	REV	2139830	Larry Fox Plumbing	824-448-465	491-0189	999641	Stu Gen Labor I	S.260.LTC
	XCHRL	REV	2139830	Larry Duwa Electric	825-906-509	491-0189	999430	Stu LTC Trainee III	S.248.LTC
	XCHRL	REV	2139830	Dan Kozlowski Paint	824-035-822	491-0189	999640	Stu LTC Trainee II	S.229.LTC
	XCHRL	REV	2139830	Jeromy Edmonds Carpenter	828-416-891	491-0189	999642	Stu Gen Labor II	S.261.LTC