

## University Faculty Appointment Form

TOWER EMPLOYEES MAY NOT WORK UNTIL THEY HAVE BEEN AUTHORIZED BY TOWER HUMAN RESOURCES.

Federal law required Tower Human Resources to attest, under penalty of perjury, that new hire's (1) identity and (2) legal authority to work has been examined and verified. Tower Foundation employees are not employees of the state. Employees who work on Tower Foundation Projects are considered temporary employees under the California State Education Code Section 89900©.

**Check One:**     New Hire         New Account / Account Change         Reappointment         Other \_\_\_\_\_

<p>Name: _____  <div style="display: flex; justify-content: space-between; font-size: small;"> <span>Last</span> <span>First</span> <span>M.I.</span> </div> SJSU ID: _____  Birth Date: ____/____/____  Home Address: _____  City: _____ State: _____ Zip: _____  Email: _____  Phone (____) _____ - _____  U.S. Citizen: <input type="checkbox"/> Yes <input type="checkbox"/> No If No, type of Visa: _____  Permanent Address (if different from above): _____  _____  University Classification: _____  Have you previously worked for the Tower Foundation?  <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when? _____  Employee Signature: _____ Date: _____</p>	<p style="text-align: center;"><b>EMPLOYMENT ALLOCATION</b> (must be completed by UPFA only)</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th></th> <th style="text-align: center;">Fall</th> <th style="text-align: center;">Winter</th> <th style="text-align: center;">Spring</th> <th style="text-align: center;">Summer</th> </tr> </thead> <tbody> <tr> <td>SJSU</td> <td style="text-align: center;">____%</td> <td style="text-align: center;">____%</td> <td style="text-align: center;">____%</td> <td style="text-align: center;">____%</td> </tr> <tr> <td>SJSU Research Found.</td> <td style="text-align: center;">____%</td> <td style="text-align: center;">____%</td> <td style="text-align: center;">____%</td> <td style="text-align: center;">____%</td> </tr> <tr> <td>IES</td> <td style="text-align: center;">____%</td> <td style="text-align: center;">____%</td> <td style="text-align: center;">____%</td> <td style="text-align: center;">____%</td> </tr> <tr> <td>Special Consultant</td> <td style="text-align: center;">____%</td> <td style="text-align: center;">____%</td> <td style="text-align: center;">____%</td> <td style="text-align: center;">____%</td> </tr> <tr> <td>Tower Foundation</td> <td style="text-align: center;">____%</td> <td style="text-align: center;">____%</td> <td style="text-align: center;">____%</td> <td style="text-align: center;">____%</td> </tr> <tr> <td><b>Total Allocation of Time</b></td> <td style="text-align: center;">____%</td> <td style="text-align: center;">____%</td> <td style="text-align: center;">____%</td> <td style="text-align: center;">____%</td> </tr> </tbody> </table> <p>Notes: _____          _____          _____</p> <p style="text-align: center;"><i>Signature below corroborate any time allocation listed:</i></p> <p>UPFA Signature: _____ Date: _____</p>		Fall	Winter	Spring	Summer	SJSU	____%	____%	____%	____%	SJSU Research Found.	____%	____%	____%	____%	IES	____%	____%	____%	____%	Special Consultant	____%	____%	____%	____%	Tower Foundation	____%	____%	____%	____%	<b>Total Allocation of Time</b>	____%	____%	____%	____%
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ANTICIPATED APPOINTMENT PERIOD (maximum one year appointment)			
Fall	Winter	Spring	Summer
Dates: _____ to _____	Dates: _____ to _____	Dates: _____ to _____	Dates: _____ to _____
# of Hours: _____	# of Hours: _____	# of Hours: _____	# of Hours: _____
Hourly Rate: _____	Hourly Rate: _____	Hourly Rate: _____	Hourly Rate: _____
Total Payment: _____	Total Payment: _____	Total Payment: _____	Total Payment: _____

PROJECT INFORMATION	AUTHORIZATIONS																		
Project Name: _____ Scope: _____ Description: _____ _____ Supervisor Name: _____ Time Card Approver Name: _____ Tower Account Name: _____ Tower Account#: _____	The recruitment and appointment of this person is in conformity with affirmative action policy and / or this appointment conforms to Chancellor's office policy on overload as specified in FSA79-30																		
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Tower Foundation Human Resources Use Only			
Fringe Benefit: _____	Job Code: _____	WC Code: _____	Payroll/Tower Employee #: _____