

**FORM TO APPOINT CLASS 5 HOURLY EMPLOYEES**

- Rutgers Full-Time student (Class 5)
- Federal Workstudy (Class 5)

(Check applicable title)

Department: \_\_\_\_\_

Appointee Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Description of work: \_\_\_\_\_

Terms of Appointment and Reappointment:

Start Date: \_\_\_\_\_

Expected End Date: \_\_\_\_\_

Hourly Rate \_\_\_\_\_

OR

Flat Amt / hrs/week \_\_\_\_\_

Charge Instructions:

Please specify which account(s) to charge this employee to and if paying from multiple accounts, please specify the percent effort to be charged to each account.

Account #1:		Amount or %:		Time Period	
Account #2:		Amount or %:		Time Period	
Account #3:		Amount or %:		Time Period	
For department use only:	Grant(s) end date: _____				

Signatures:

Supervisor/PI: \_\_\_\_\_ Date \_\_\_\_\_

Jill Mesonas (Grants): \_\_\_\_\_ Date \_\_\_\_\_

Pauline Mustacciuolo: \_\_\_\_\_ Date \_\_\_\_\_