



HOURLY PERSONNEL REQUEST FORM (aka: HPR)

This form is to be used to request to hire hourly staff and student employees working one year or less; or to request a fixed fee payment. This form must be filled out and approved BEFORE an hourly employee begins work.

<b>Employee Name (Last, First):</b>	<b>New Employee/Student?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Enrolled UW Student?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> International Student	<b>Is the Student registered?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Student or Employee ID#:</b>	<b>Email:</b>	<b>* Supervisor</b> (primary timesheet approver):	<b>* Backup timesheet approver</b> (cannot be same):	
<b>Type of Appt Request</b>	<b>Work Study?</b>	<b>Current Student Level</b> (check - if applicable):	<b>Quarter(s) of Appointment</b>	
<input type="checkbox"/> Temp/Hourly (Non-student) <input type="checkbox"/> Student Assistant <input type="checkbox"/> Reader/Grader <input type="checkbox"/> Fixed Fee Payment**	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Pre-master - (Masters student) <input type="checkbox"/> Intermediate - (Pre-doc PhD) <input type="checkbox"/> Candidate - (PhD student)	<input type="checkbox"/> AUT <input type="checkbox"/> WIN <input type="checkbox"/> N/A <input type="checkbox"/> SPR <input type="checkbox"/> SUM	
<b>Start Date</b>	<b>End Date</b>	<b>Fixed Fee Amount</b>	<b>Hourly Rate</b>	<b>Hours Per Week</b>

**Description of Duties: (\*\*Fixed fee payments require detailed description of work completed. Payment is made once work is completed)**

BUDGET NUMBER	BUDGET NAME	% OF TIME	PCA CODES (T.O.P.) (COE Fiscal Use Only)			BN Dates (if ends before appt end date)	
1.							
2.							
3.							<b>TOTAL %:</b>

**\*Total percentage must equal FTE\***

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
Principal Investigator/Financial Manager/Signature Authority

APPROVALS – DEAN’S OFFICE USE ONLY		
1. Budget/Fiscal Approval (print name/initials): _____ 2 <sup>nd</sup> Budget/Fiscal Approval (if applicable): _____		Date: _____ Date: _____
2. Payroll Title: _____ Job Class: _____ HR Director/Manager (initials): _____ UW Hires? YES   NO REQ# _____		Date: _____
3. Finance Director (initials): _____ (Roberta Hilton)	POSIT#: _____	Date: _____

Additional Distributions (if needed)

#	Start Date	End Date	Budget	Dist. % FTE	Position #	S-S Obj	Task	Option	Project
<b>Total FTE:</b>									