NOTIFICATION OF APPOINTMENT (WAGE) – Requesting department must complete all items and route through all approvals before forwarding to the F&B/ICA Consolidation HR Services team (copying the Recruitment team).

Department Name:	
Contact Name:	
	Contact Email:
EMPLOYEE INFORMATION:	
Name:	PSU ID (if assigned)
Email Address:	
Start Date:	End Date (if applicable):
BACKGROUND CHECK INFORMA	TION
	enn State in the last 6 months?
Special background check(s) red	
	Publicly-Available Clearances NCAA Compliance
Special requirements:	rubility-Available clearances NCAA compilance
	CDL: Class: DOT Class:AB Non-DOT:
Covered Person (ICA only)	_ _
Special licensure (please indicate	e all required):
Pre-employment testing require	d (please indicate all required):
POSITION #1 INFORMATION: EJMS/ABS Jobs Posting # Job Code (AE only) J	Title ob Sub-Uni <u>t Cod</u> e (AE Only)Craft Code (OPP only)
	Student Non-T/S Wage T/S Wage Non-T/S
	28 weeks Full-time PSU Student
	Title
	Office Phone:
	Hourly Rate Hours Per Week Hours Per Week
Description of Duties	Permanent) HR Rep #
·	
Replacement for:	Reason position vacated: Fund Cost Center WAPP#
Home Budget	Fund Cost Center WAPP#
Additional Funding Information	(e.g. split, etc.)

POSITION #2 INFORMATION:			
EJMS/ABS Jobs Posting #		Title	
Job Code (AE only) Jo	b Sub-Un <u>it Co</u> de	(AE Only)	Craft Code (OPP only)
Wage Type: Student T/S S	student Non-T/S	Wage T/S	_ Wage Non-T/S
T/S only: 20 hours/week	28 weeks _	Full-time P	SU Student
IBIS Job Desc. # IBIS Job T	itle		
Office Mail Address:		Office	Phone:
Pay Account	Но	urly Rate	Hours Per Week
Appointment Type (C=Casual. P=P	ermanent)	HR Rep #	
Description of Duties			
Replacement for:	Reason pos	ition vacated:	
Home Budget			
Additional Funding Information (e			

POSITION #3 INFORMATION:			
EJMS/ABS Jobs Posting #		Title	
			Craft Code (OPP only)
Wage Type: Student T/S	Student Non-T/S	Wage T/S	Wage Non-T/S
T/S only: 20 hours/week			
IBIS Job Desc. # IBIS Jo	b Title		
Office Mail Address:		Office	e Phone:
Pay Account	Ηοι	urly Rate	Hours Per Week
Appointment Type (C=Casual. I	P=Permanent)	HR Rep # _	
Description of Duties			
Replacement for:	Reason posi	tion vacated:	
			WAPP#
Additional Funding Information			

POSITION #4 INFORMATION:			
EJMS/ABS Jobs Posting #	Title		
Job Code (AE only) Job Sub-	Un <u>it Co</u> de (AE Only)_	Craft Code (OPP or	າly)
Wage Type: Student T/S Student			
T/S only: 20 hours/week	28 weeks Ful	l-time PSU Student	_
IBIS Job Desc. # IBIS Job Title			
Office Mail Address:		Office Phone:	
Pay Account	Hourly Rate	Hours Per Week	
Appointment Type (C=Casual. P=Perman	ent) HR R	Rep #	
Description of Duties			
Replacement for:	Reason position vacate	d:	
Home Budget Fund			
Additional Funding Information (e.g. split			