San José State
UNIVERSITY
FOUNDATION

Non-Academic Appointment Form

(Use FHR2 for Faculty Appointment)

For H.R. Use Only

Pay Code	
Job Code	
W/C Code	
Payroll Code	
F/B Code	
In BT	

Federal law requires Human Resources to attest, under penalty of perjury, that each new hire's (1) identity and (2) legal authority to work has been examined and verified. New employees must report within 3 business days of hire to the Foundation Human Resources with the appropriate documentation.

Check One	New Hire	New Acct. or Acct. Change	Reappt.	Rehire	Change of Position	Salary Action	One Time Pay	Change in Emp. Status	Separation*	Other

NAME: _____
Last First M.I.

Social Security No. _____

Street Address: _____

City: _____ State & Zip: _____

Email: _____

Home Phone: ( ) _____

U.S. Citizen: Yes ☐ No ☐ Type of Visa: _____

Permanent Address (if different from above)

_____

Supervisor: _____

Work Location: _____

Work Phone: _____

Have you previously worked for the Foundation?

☐ Yes ☐ No If yes, when? _____

Do you have any relatives working for the Foundation?

☐ Yes ☐ No If yes, whom? _____

SJSU Employee: No ☐ Yes ☐

FOUNDATION EMPLOYEES ARE NOT STATE EMPLOYEES. Foundation employees who work on projects or programs funded by grants, contracts, gifts or fees are considered temporary employees under the meaning of Section 89900(c) of the California State Education Code.

STUDENT ASSISTANT APPOINTMENTS ONLY
(must be completed)

Registered: ☐ SJSU
☐ Other (specify): _____

H.S. ☐ Undergrad. ☐ Grad. ☐

Expected Graduation Date: Month _____ Year _____

NEW HIRES ONLY

A detailed job description MUST accompany this form.

How did you learn of this position? _____

_____

ANTICIPATED APPOINTMENT PERIOD

Start: _____ End: _____
(Maximum one year or termination of funding, if earlier)

☐ Hourly Rate: $ _____ Time % _____

☐ Monthly: $ _____ ☐ Annually: $ _____

Job/Working Title: _____

☐ Exempt ☐ Non-Exempt

Pay Classification: _____

Account No.: _____

* REASON FOR SEPARATION:
____ Did not return from a LOA
____ Voluntary resignation (letter stating reason should be attached)
____ Discharge (must have HR pre-approval)
____ End of appointment
____ Retirement
____ Death

Date separation is effective _____

Last day worked: _____

Program / Project Title

For Information concerning working conditions/benefits, refer to the Foundation Employee Handbook or call Foundation Human Resources.

AUTHORIZATION	SIGNATURE	DATE
Employee		
Proj. Dir./Dept. Head - Print & Sign		
Foundation H.R.		
For Director Position Chief Operating Officer		

SEND TO SJSU FDN. HUMAN RESOURCES DEPT.

FHR1: 7/04

White/HR Canary/Fdn. Analyst Pink/HR Gold/Project Director