



Office of Human Resources
Contingent Employment Request and
One Time Payment

Send completed form to the Office of Human Resources. Signed form must be on file before the first day of employment.

Section I: Appointment

Input boxes for New Position and Renewal

Justification to Hire:

Empty box for justification to hire

Section II: Position Information

Position Title: Department: Salary Band/Range:

Section III: Employment Type

- Contingent Category I, Contingent Category II, One Time Payment, Bus Driver, Athletic Intern

Section IV: Job Duties

Summary of Duties:

Empty box for summary of duties

Experience and Education Required:

Empty box for experience and education required

Section V: Individual Selected for Hire

Name: Address:

If individual selected for hire is new to FSU, an Authorization to Release Information must accompany this form.

Section VI: Contract Dates

From (beginning date): To (ending date):

Section VII: Account Information

7 Digit PAWS Number (where to charge salary) Requested Salary: Number of Units/Hours: Total Amount of Contract:

Section VIII: Signatures

Signature lines for Dept. Head, Dean Approval, Grant Approval, and Vice President or Provost