



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

New Position

Renewal

Justification to Hire:

Section II: Position Information

Position Title: _____ Department: _____

Salary Band/Range: _____

Section III: Employment Type

Contingent Category I

Contingent Category II (requires Executive Committee approval)

One Time Payment

Bus Driver (gold timesheet must be submitted to Payroll)

Section IV: Job Duties

Summary of Duties:

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 _____

Requested Salary: _____

Number of Units/Hours: _____

Total Amount of Contract: _____

Section VIII: Signatures

1. _____ Dept. Head/Supervisor/Grant Manager Date	3. _____ Grant Approval (if grant funded) Date
2. _____ Dean Approval Date	4. _____ Vice President or Provost Date

