

**CALS Ticket#** \_\_\_\_\_

**Today's Date** \_\_\_\_\_ **Requester** \_\_\_\_\_

**Name** \_\_\_\_\_ **V#** \_\_\_\_\_ **New to UI?** \_\_\_\_\_

**Job Title** \_\_\_\_\_ **Supervisor if different than the requester** \_\_\_\_\_

**\*Background Check Needed?** (See below) **Complete?** \_\_\_\_\_ **I-9/W-4 Complete?** \_\_\_\_\_ **I-9 Date** \_\_\_\_\_

<b>Type</b> Considered "Student" if in classes the next semester, also		Temp. Research Assistant			
Temp. Non-Student	Temp. Student	Lab	Non-Lab	Clerical Tutor	Work Study

**Graduate Assistantships**

RA TA If TA, list class numbers/names: \_\_\_\_\_

**Faculty/Staff** **Change** "Change" is for changes during the person's effective and termination dates. NOT for changes at the start of a new semester. Check all that apply below and explain if "Other"

**Labor Distribution** **Pay\*\*** **FTE** **Hours** **Title** **Other** \_\_\_\_\_

**\*\*If a pay raise, please list justification here: (Authorization must be obtained at CALS first, before EPAF)** \_\_\_\_\_

**Effective Date** \_\_\_\_\_ **Termination Date** \_\_\_\_\_ **Hrs./PAY** \_\_\_\_\_ **Hourly Rate** \_\_\_\_\_

**Index(s)** \_\_\_\_\_ **% (s)** \_\_\_\_\_

**Other Comments** \_\_\_\_\_

**Fund Code** \_\_\_\_\_ **PCN/Suffix** \_\_\_\_\_ **Grant Funded?** \_\_\_\_\_ **Grant Specialist** \_\_\_\_\_

**Submitted** \_\_\_\_\_ **In VandalWeb** \_\_\_\_\_ **Supervisor Assignment** \_\_\_\_\_

\* "The university requires criminal background checks on the successful candidate(s) for each faculty (including temporary faculty) and staff position recruitment, internal or external, as well as for non-student hourly employees, graduate student appointees, and postdoctoral scholars. Criminal background checks for student workers, interns, and volunteers are only required if their work involves significant contact with minors or the hiring authority determines the work to be security sensitive. The university will also conduct criminal background checks on current employees as required for reclassifications and promotions."

[Background Checks \(uidaho.edu\)](http://uidaho.edu)

\*\*Per CALS: "All requests for raises for T1/T4/ST employees need to come through CALS Administrative Services. When you get a request for a raise from a supervisor, please email [cals-employee@uidaho.edu](mailto:cals-employee@uidaho.edu) with - Justification for the raise; - The dollar amount of the raise and the corresponding new pay rate, and the - Index and the fund to cover the increase."

Background Checks – Needed?