

REQUEST FOR CASUAL EMPLOYEE APPOINTMENT

If you'd like to use this as a fillable form, please open it with Adobe

IMPORTANT: CASUAL EMPLOYEES WILL NOW BE PAID ON AN HOURLY BASIS; THEREFORE, AN HOURLY RATE WILL NEED TO BE DETERMINED

- This request form is for Casual Employees who were previously paid by AIS/OV7
- First, please go to the [Employee/Independent Contractor Classification Checklist](#) (EICCC) to determine whether they are an Independent Contractor or Employee
- If they are an Independent Contractor, please contact lbjaccounting@austin.utexas.edu
- If they are an Employee, then please complete this form and attach the EICCC and submit it to the LBJ Human Resource office.
- They will fill out hourly timesheets and be paid through payroll
- The request must be approved, and they must complete a background check and I-9 **BEFORE** they begin working

Requested by: _____ on _____
Faculty/Staff *Date*

Please Appoint:

Name: _____

UT EID: _____

Account no. for pay _____

Account no. for background check/incidental expenses _____
(acct. must end in 50-59)

UT Job Title: _____

Working Title (optional): _____

Hourly Rate: _____

Estimated amount of total compensation: _____

Start Date: _____ End Date: _____

Job Duties:

I would like to request a workspace for this casual employee in SRH.

Location? (if known) _____

I do not need a workspace for this casual employee in SRH.

****Where is physical location for this employee?*** _____

Signature or Electronic Signature of Mgr. or Designee

Date

Approved by CBO or Dean

Date

Please submit this form to lbjhr@austin.utexas.edu.