

Email completed form to Laura Meitz: lmeitz@austin.utexas.edu

Date:

Appointment and Tuition Form

Please confirm funds allowability and availability with Chaz Gardinier: cgardinier@austin.utexas.edu on all 26 accounts. For all other accounts, confirm funds allowability and availability with Conrad Velin: conrad.velin@austin.utexas.edu.

Supervisor:	Supervisor EID:	Supervisor E-mail:
Employee/Student Name:	Employee EID:	Employee E-Mail:

Employee Job Title:	Job Code:
Purpose:	

Annual Base Salary:	Hours Per Week:	Allocation:

Background check fee applies. Estimate Fringe at 30%.

Account #:	Account #:	Account #:	Account#:
%:	%:	%:	%:

Start Date:	Start Date:	Start Date:	Start Date:
End Date:	End Date:	End Date:	End Date:

Tuition:	Yes	No
Amount:		
Account:		

Notes:

New Employee Checklist: <http://www.utexas.edu/hr/current/new/checklist.html>