



# COADJUTANT NON-TEACHING (CLASS-8) REQUEST FORM

Centers & Sponsored Projects (Grants) only

**Instructions:**

1. Complete form and obtain all signatures before emailing the form to [ptoffice@business.rutgers.edu](mailto:ptoffice@business.rutgers.edu).
2. All non-Rutgers employees must apply to the appropriate Rutgers job posting (RBS -Coadjutant Non-Teaching) and are required to undergo a background check.
3. PTL office will return the appointment letter (un-signed) with a copy of the Background Check Certification to the Preparer.
4. The Preparer or his/her designee is responsible for obtaining the employee's signature and creating the record in HCM.

**Payroll Status:** \_\_\_\_\_  
*\*all new employees are subject to a background check*

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Street Address \_\_\_\_\_ City & State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Is the I-9 complete & current? \_\_\_\_\_

If employee is not a citizen or permanent resident, please complete the following:

Visa/Permit Status: \_\_\_\_\_ Visa Type: \_\_\_\_\_ Commencement Date (xx-xx-xxxx) \_\_\_\_\_ Expiration Date (xx-xx-xxxx) \_\_\_\_\_

Does this appointment support a 'for credit' class? \_\_\_\_\_ Is this appointment related to an academic program? \_\_\_\_\_

HCM Department #: \_\_\_\_\_ (five (5) digit ID#) Department/Center Name: \_\_\_\_\_

Semester: \_\_\_\_\_ Year: \_\_\_\_\_ Appointment Dates: \_\_\_\_\_ - \_\_\_\_\_ (Start\_mm/dd/yyyy) (End\_mm/dd/yyyy) Average hours worked: \_\_\_\_\_ (per week)

Total Salary: \_\_\_\_\_ Job Class Code: \_\_\_\_\_ Job Class Title: \_\_\_\_\_ Payroll Combo Code: \_\_\_\_\_

Project/Sponsored Project (grant) account # & Title: \_\_\_\_\_

Provide brief description of duties below: Grants Only: this assignment was/is included in the approved budget proposal \_\_\_\_\_

Name of Preparer: \_\_\_\_\_ Email Address: \_\_\_\_\_ Telephone # \_\_\_\_\_

Center Director or Principal Investigator: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\* Do not send forms to the RBS PTL Office for processing without approval signatures below\*\***  
email forms requiring Dean Lei's signature to [nicole@business.rutgers.edu](mailto:nicole@business.rutgers.edu)

**Approvals for requests <\$3,000 (only one signature required)**

Lynn Agre, Business Manager \_\_\_\_\_  
Signature Date

Nicole McCray, Business Manager \_\_\_\_\_  
Signature Date

**Approvals for requests >\$3,001 (only one signature required)**

Melissa Rivera, Associate Dean \_\_\_\_\_  
Signature Date

Can Uslay, Vice Dean \_\_\_\_\_  
Signature Date

Yaw Mensah, Executive Vice Dean \_\_\_\_\_  
Signature Date

**All requests >\$8,000 must be approved by the Dean.**

Lei Lei, Dean \_\_\_\_\_ Date \_\_\_\_\_