



COADJUTANT NON-TEACHING (CLASS-8) REQUEST FORM

REQUIRED FOR EVERY (NOT FOR CREDIT) APPOINTMENT

Instructions: Complete form and obtain all signatures before emailing the form to ptloffice@business.rutgers.edu.
A memo of justification is required for all forms submitted after the appointment start date indicated below. Incomplete forms will be returned to the Preparer.

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

First Name Last Name

Street 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/Program Name: _____

Semester: _____ Year: _____ Appointment Dates: _____ - _____ Average hours worked: _____
(Start_mm/dd/yyyy) (End_mm/dd/yyyy) (per week)

Total Salary: _____ Payroll Combo Code: _____ Account Title: _____

Job Duties:

Name of Preparer: _____ Email Address: _____ Telephone #: _____

Department Chair or Program Director: _____ 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

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

Deidre White, Sr Dept Administrator _____
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 _____
**required for all program-related appointments* Signature Date

Yaw Mensah, Executive Vice Dean _____
Signature Date

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

Lei Lei, Dean Date