**REQUEST TO HIRE/TERMINATE**

*This form must be completed by any individual wishing to hire a new employee (Student Assistant, GRA, Temporary or Regular Staff) in the Department of Physics & Astronomy.* ***Before an official offer is made****, please complete this form, attach a copy of your intended offer letter (if applicable), and submit to the Department Office for budget approval.*

*Once approved, you will be notified by the Business Manager or Project Administrator.*

**New Hire Information**

Last Name:       First Name:

Is this individual a student at GSU? [ ]  Yes-Undergraduate [ ]  Yes-Graduate [ ]  No

If Yes, Panther ID#:

Is this individual currently employed by another department at GSU? [ ]  Yes [ ]  No

 If Yes, Employee ID#:       Which Department?

What title/position are you hiring this individual to fill?

 What is the funding source for this hire? State: [ ]  Sponsored: [ ]

If any portion of the funding is sponsored, please explain in detail how the work is related to the project: please describe:

 If this new hire is replacing a former employee, please name:

Employment Start Date:       Employment End Date:

**Salary Information:**

Salary or Wage:       Per: [ ]  Hour [ ]  Month [ ]  Year

Account(s) to Charge:

|  |  |  |
| --- | --- | --- |
| ***Account Number*** | ***Percent of Salary*** | ***Amount of Salary*** |
|  |  |  |
|  |  |  |
|  |  |  |

Are you issuing an offer letter to this individual? [ ]  Yes [ ]  No

 **If Yes, please attach a copy of the letter to this form.**

For salaried positions, have you received Dean/Provost approval? [ ]  Yes [ ]  No

 **If Yes, please attach emails or documentation to this form.**

**Signatures of Approval**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Title*** | ***Printed Name*** | ***Signed Name*** | ***Date*** |
| **Requestor/PI** |  |  |  |
| **Department Chair** |  |  |  |
| **Business Manager**  |  |  |  |
| **Project Admin** |  |  |  |

***Administrative Use Only:***

EPAF#       EPAF Date:       HR Completion Date: