

Summer Hire Submission Requirements

Name:

Employee ID#:

Position#:

Total Annual Salary: Hourly Amount:

Appointment Period: (start/end date)

Total Targeted Salary for the Appointment Period:

Effective Date:

Project/Cost Center#	Spending Category Code	Cost Share Funded Y/N	Amount	% Distribution	Funding End Date

Total Funding \$ _____

Name:

Employee ID#:

Position#:

Total Annual Salary:

Appointment Period: (start/end date)

Total Targeted Salary for the Appointment Period:

Effective Date:

Project/Cost Center#	Spending Category Code	Cost Share Funded Y/N	Amount	% Distribution	Funding End Date

Total Funding \$ _____ 0

Please note that the total budget from all funding sources should equal the employee’s annual salary for the year.