

WEC EMPLOYEE APPOINTMENT REQUEST FORM

Submit this completed form at least **two weeks prior** to the employee's start date. This will insure the employee is covered by Worker's Compensation and that he/she receives his/her first paycheck promptly. **UNDER NO CIRCUMSTANCES MAY AN EMPLOYEE BEGIN WORK UNTIL THE PAPERWORK HAS BEEN RECEIVED BY THE WILDLIFE ECOLOGY & CONSERVATION PERSONNEL OFFICE**

APPOINTMENT TYPE: OPS Non-Student Student Assistant Federal College Work Study

I wish to hire/reappoint: _____

UFID # _____ E-mail address: _____

Project Number: _____ Earning Account Code (office only) _____

Appointment to begin: _____ and terminate on: _____

This employee will be working: _____ hours **EACH WEEK** at the rate of \$ _____ per hour.

US Citizen

YES

No, employee completes **Foreign National Tax Information Form**

Description of Duties: _____

Skills or qualifications needed: _____

Will employee have animal contact? YES, employee completes **Animal Contact Form** NO

SUPERVISOR, Complete **SUPERVISOR CHECKLIST**-indicate job duties that apply to this job (see WEC website)

Working hours: _____ to _____. Working days: _____ to _____

Local Work location-Room: _____ Building: _____ County: _____

Off-campus work address _____

Work phone number: _____

Employee holds another position with UF/State of Florida? YES NO

If YES what department: _____ Number of hours per week: _____

Supervisor/Contact: _____ Email: _____

PI/Faculty Signature: _____ Date: _____