

ASU WEST

ASU DOWNTOWN

ASU TEMPE

ASU POLYTECHNIC

1. Prior to offering employment, complete non-shaded boxes in Sections 1-3, attach the completed Applicant List or HPR-I and submit to EO/AA. Complete a separate HPR for each person to be hired.
2. After hire is made, complete non-shaded boxes in Sections 4 and 5 and forward this form with the same attachments to Human Resources.
3. Instructions, assistance and this form are available at the HR Employment Forms Web site [http:// www.asu.edu/hr/forms](http://www.asu.edu/hr/forms)

SECTION 1 - HIREE INFORMATION

1) Person recommended for hire (last, first names and middle):		2) Date of Birth:
3) Social Security Number:	4) ASU ID Number, if any:	5) VISA Type:
6) Action: <input type="checkbox"/> Initial Hire (01) - Never an ASU employee (including student employee), or returning after more than 12 months since employed by ASU <input type="checkbox"/> Promotion (06) - Moving to a higher pay grade in the same or another department <input type="checkbox"/> Transfer (10) - Moving to a different title with the same pay grade in the same or another department <input type="checkbox"/> Rehire (14) - Returning within 12 months since last employed by ASU (including student employee) Please check one of the three boxes below indicating the status of the Background/Fingerprint Check: <input type="checkbox"/> Background Check – Completed/Cleared <input type="checkbox"/> Background Check – In Progress/Contingent Offer <input type="checkbox"/> Fingerprint Check In Process		

SECTION 2 - POSITION INFORMATION

7) Job # (SR #):	8) Job Title Listed on SR or AV:	9) Academic Rank for faculty and academic professionals:
10) Dept Name:	11) Department Code:	12) Work Location Dept. Code:
13) Duration: <input type="checkbox"/> Regular (R) - 6 months or more <input type="checkbox"/> Temporary (T) – less than 6 months	14) Full or Part-Time: <input type="checkbox"/> Full Time (F) - 50% or more <input type="checkbox"/> Part-time (P) – 49% or less	15) Pay Status: <input type="checkbox"/> Fiscal (F) - July 1 - June 30 <input type="checkbox"/> Academic (A) - August 16 - May 15 <input type="checkbox"/> Hourly (H) - paid only for time worked
16) Employment Category: <input type="checkbox"/> Administrative (E) <input type="checkbox"/> Classified Staff (S) <input type="checkbox"/> Service Professional (V) <input type="checkbox"/> Graduate Assistant or Associate (G)	<input type="checkbox"/> Faculty (F) <input type="checkbox"/> Tenured <input type="checkbox"/> On Track <input type="checkbox"/> Not on Track <input type="checkbox"/> Administrative Assignment	<input type="checkbox"/> Academic Professional (P) <input type="checkbox"/> Continuing <input type="checkbox"/> On Track <input type="checkbox"/> Not on Track <input type="checkbox"/> Administrative Assignment

SECTION 3 - APPROVAL TO HIRE

Department Head	Date	EO/AA	Date
Additional Organizational Approval if Required	Date	Additional Organization Approval if Required	Date

SECTION 4 - PAY AND SOURCE OF FUNDS INFORMATION

17) Position No:	18) AY Indicator:	19) % FTE:	20) Pay Period Rate / Hourly Rate:		
21) Account No:	22) Earnings Type: (codes below)	23) Rate Amount: (blank for hourly pay)	24) Account %	25) Start Date	26) Stop Date

Earnings Type Codes:
 HRY=Non-student or Law grad student hourly AUX=Auxiliary 9/9=regular, option 1
 REG=regular, fiscal year SUM=summer session 9FA=regular paid 9 over 12
 SUP=supplemental pay

SECTION 5 - CONTACT INFORMATION AND FUNDING APPROVALS

27) Contact Person	28) Phone	29) E-Mail	30) FAX
Account Representative Approval	Date	Additional Organizational Approval	Date
Department Head Approval	Date	Human Resources	Date
Additional Organizational Approval	Date	Human Resources	Date

SECTION 6 - EO/AA AND HUMAN RESOURCES USE ONLY

Job Group	Job Class	Pay Rate	Rate Code	Term	Pay Cycle	Time Report Code
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