WASHINGTON COLLEGE
EST. 1782

Office of Human Resources
300 Washington Avenue • Chestertown MD 21620
PHONE 410.778.7298 • FAX 410.778.7254
EMAIL hr@washcoll.edu
WEB hr.washcoll.edu

STAFF EMPLOYMENT AUTHORIZATION

A. EMPLOYEE INFORMATION

If current WC Employee provide WC ID number:_____

Name of Employee:
Proper Name Required

_____ _____ _____ _____
First Name Middle Last Name Suffix

Home Address:

_____
Street Address or P.O. Box

_____
City State Zip

B. RECRUITMENT INFORMATION

Interview Performed By:	Date:
Reference Checks Performed By:	Date:

C. POSITION INFORMATION

Position Number:	Position Title:

☐ New Position ☐ Existing Position	☐ Full-Time ☐ Part-Time	☐ Regular ☐ Temporary	☐ Exempt ☐ Non-Exempt	☐ Meal Plan ☐ Grad. Classes

☐ This appointment is a temporary appointment of a current Washington College employee to work a specific event.
Please be advised if an exempt staff member is hired for an hourly position, they will be paid via stipend.

Start Date:	If this position has an end date, is contractual, or grant funded, please provide end date. End Date:

D. POSITION FUNDING

☐ Hourly ☐ Salary	Rate of Pay: $_____ per hour $_____ salary	Stipend Amount: $ _____	Moving Expense: $ _____

Funding Source(s):

_____-_____-_____ %_____

_____-_____-_____ %_____

_____-_____-_____ %_____

These funds should be paid in:
☐ Fiscal Year 2013 (07.01.12-06.30.13)
☐ Fiscal Year 2014 (07.01.13-06.30.14)

HR USE ONLY
POSD Rank: _____
EEO Code: _____
SOC Code: _____

E. AUTHORIZATION SIGNATURES

Hiring Official:	Date:
Department Head or Director:	Date:
Grants Manager (if grant requires approval):	Date:
Budget Director/ VP Finance:	Date:

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OBJECT CODES FOR POSITION FUNDING

61020-10 Faculty Salary	*61020-60 FT Faculty Overloads	61030-30 Temporary Salary (Hourly)
61020-20 Temporary Faculty Salary	61030-10 Regular Salary (Exempt)	61030-35 Athletic Recruiting
*61020-30 Faculty Stipend	61030-20 Regular Salary (Hourly)	61030-40 Staff Stipends
61020-50 Adjunct Faculty	61030-25 Staff Over Time	