

State Classified Appointment Data

New Hires and New Assignments

HUMAN RESOURCES

Name _____ Hire Date _____

Department _____ Hours per week _____

Supervisor _____ Salary _____

Office Phone _____ Location* _____

Payroll

☐ CSU Monthly (salaried)

☐ CSU Bi-weekly (hourly)

Reason

☐ ALL/New Assignment

☐ ALL/New Rehire

☐ ALL/Rehire

Account %

Additional Directory Information

Please complete only if information given is important to describe employee's position.

Add'l Work Title _____

Add'l Department Number/Name _____

Add'l Bldg Name/Room Number _____

Add'l Office Phone _____

*Location consists of room number and four-digit Facilities-assigned building code.



HUMAN RESOURCES
COLORADO STATE UNIVERSITY

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