

Tower Foundation Staff Appointment Form

Federal law required Tower Human Resources to attest, under penalty of perjury, that new hire's (1) identity and (2) legal authority to work has been examined and verified. Tower Foundation employees are not employees of the state. Employees who work on Tower Foundation Projects are considered temporary employees under the California State Education Code Section 89900©. The appointment is in conformity with the affirmative action policy and/or to the Chancellor's policy on overload as specified in FSA79-30.

Check One: New Hire Account Change Reappointment Other _____

EMPLOYEE INFORMATION			
First Name: _____ Last Name: _____ MI: _____			
SJSU ID: _____ SJSU Email: _____ University Classification: _____			
Address: _____ Apt/Unit: _____			
City: _____ State: _____ Zip: _____			
DOB: _____ Phone: _____ US Citizen: <input type="checkbox"/> Yes <input type="checkbox"/> No / If No, Visa Type: _____ (H1-B NOT accepted)			
Have you previously worked for Tower Foundation: <input type="checkbox"/> Yes <input type="checkbox"/> No / If yes, when? _____			
Do you currently have an active Appointment with SJSU? <input type="checkbox"/> Yes <input type="checkbox"/> No / If yes, when does the Appointment End? _____			
APPOINTMENT PERIOD <small>(maximum one year appointment)</small>			
Start Date: _____		End Date: _____	
# of Hours Per Week: _____	NOTES: _____		
PROJECT INFORMATION			
Job Title: _____			
Hourly Rate: \$ _____	<input type="checkbox"/> Non-Exempt		
Semi-monthly Rate: \$ _____	<input type="checkbox"/> Exempt		
Tower Account Name: _____		Tower Account #: _____	
Supervisor Name: _____		Supervisor Email: _____	
Time Card Approver Name: _____		Time Card Approver Email: _____	
DRO Name: _____		DRO Signature: _____	
AUTHORIZATIONS			
AUTHORIZER	NAME	SIGNATURE	DATE
Employee			
Account Holder / Authorized Signer			
Dean			
University Personnel classcomp@sjsu.edu			
Tower Human Resources TowerHR@sjsu.edu			
TOWER FOUNDATION HUMAN RESOURCES USE ONLY			
Fringe: _____	Job Code: _____	WC Code: _____	EE #: _____
023/038 Approval: _____			Date: _____
HR Notes: _____			

EMPLOYEE MAY NOT WORK UNTIL AUTHORIZED BY TOWER FOUNDATION HUMAN RESOURCES

REMIT TO: TowerHR@sjsu.edu