

Pittsburg State University
Temporary Classified Appointment Form
(Temporary Position)

Action:

_____ Temporary Appointment (Employee may work up to 999 hours for a 12-month period.
The 12-month period begins with the date of appointment.)

_____ Funding Change (complete form with new funding information)

Brief Description of Job Duties:

Employee Name (if known): _____

Action Date: _____

*Classification : _____ Hourly Rate: _____

Department : _____ Fund/Unit# : _____ - _____

*The job duties will determine the appropriate classification for the position. Call Human Resource Services if you have questions about the appropriate classification.

Department Head or Supervisor Date

Send to Administration and Finance
205 Russ Hall

Administration and Campus Life Date

Send completed appointment form to Human Resource Services
204 Russ Hall

Personnel/Payroll Use Only:

Classification approved _____ Yes

_____ No If no, classification approved: _____
Title Code: _____ Range: _____ Hourly Rate: _____

Position Number: _____

_____ Personnel/Payroll Record

HRS Date

cc: Department