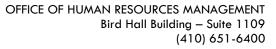


Office of Human Resources Management NON-EXEMPT Appointment Recommendation

SECTION ONE: Candidate Information

Make One Selection	n:							
	NEW EMPLOYEE				CURRENT EMPLOYEE			
Title First	st Name			M.I.	Last Name	e		
Mailing Address			City			State	Zip Code	
Telephone Number			Email Address			1	Visa Status	
Is this individual a UMES student?					Yes	No		
SECTION TWO: Non-Exempt Employee Information								
Position Title				Employing Department				
Does the candidate have or anticipate concurrent employment in another department or unit? Yes						Yes	No	
If yes, please provide the name of the department/unit								
Type of Contract Full-time Part-time								
Appointment Period Start Date (MM/DD/YYYY)								
Special Conditions (Please specify course information and or any special conditions to be included in the contract)								
SECTION THREE: Budget Information								
Salary Rate FA				FAS and/or Funding Source				
Budget Office ONLY	Approved			Not A	pproved			
SECTION FOUR: Supporting Documentation (HUMAN RESOURNCSE USE ONLY)								
Resume Application Reference Checks Completed Background Check Completed Transcripts								
Employment Manager Signature:						All d	ocuments received	
Notes:								





Non-Exempt Appointment Recommendation

*Use this form to hire Full Time Non -Exempt Staff ONLY

By signing this accument I nereby certify that the above information is correct:						
Department Chair / Director:		Date				
Approvals:						
Employment Manager:	 □ Resume □ Application □ Letters of Recommendation / References □ Background Check Completed □ Official Transcripts 	Date:				
Director of Human Resources:	Date:					
Grant Accountant / Title III / Sponsored Programs:	Date:					
Budget Director: (Budget Reviewed & Approved fo	Date:					
Dean:	Date:					
Provost and VP for Academic Affairs: (if applicable	Date:					
VP of Enrollment Management and Student Experi	Date:					
VP of Administration and Finance:	Date:					
President:	Date:					

Important Reminders:

- Please ensure that every field is complete and accurate before uploading into Dropbox Sign.
- When uploading the document into Dropbox Sign remember to put the correct signature order and select "set signing order" under singer settings.
- Copy <u>facultycontracts@umes.edu</u> to ensure that the completed form is received and the contract issued.