

College of Journalism & Communications (CJC) New Appointment Request Form

Congratulations! Onboarding a new employee is an exciting event. We want that experience to be enjoyable for you and your new employee. This form is designed to streamline the communication process between the hiring manager and the CJC HR Office. The instructions below have details on specific form fields and how to fill out this request. The Guidelines contain helpful information that you might need. Email cjc-hr@jou.ufl.edu if you have questions. Happy onboarding!

Instructions:

Position Information:

- Requested Start Date: Date that you would like your new employee to begin working. Please refer to guidelines below when selecting a start date.
- Job Title Examples: Adjunct Lecturer, Broadcast Coordinator I, Student Assistant, Assistant Professor, etc.
- Hire Type: If you aren't sure what type of employee you are trying to hire, reach out to CJC HR. If you don't see an option that fits what you are trying to do, please select "Other" and describe below.

Funding Information:

- Select the department and general type of funding. Use the "Specific Funding" to specify in more detail. You can list a specific flex code or write things like "Bickel Scholar"

New Employee Information:

- Name: Please make sure you list the new employee's legal name (*for example: William James not Bob James*)
- UFID: If you don't know the UFID or if the candidate does not have a UFID yet, please leave blank
- Email: This doesn't have to be a UF email, just an email that is checked regularly
- Relative at CJC: If the new employee informs you that they are related to another current employee at CJC, please complete the [Employment of Relatives Approval Form](#) and submit with this request.
- FTE: Stands for "Full Time Equivalent."
 - Typically, 1.0 is a full-time employee.
 - Examples: 0.25 is 10 hours per week, 0.50 is 20 hours per week, and 0.75 is 30 hours per week.
- Salary: If the position was posted, the salary should be within the range that was advertised. If the salary does not match what was posted you must request approval from CJC HR.

Guidelines:

Processing Timeline: 7-10 day processing time is standard. If a quicker processing time is required, contact CJC HR.

Students: Students are limited to working 20 hours per week on campus. They can request an [Hour's Extension Form](#) from their academic advisor for up to 31 hours per week. This is not just with in CJC but any department/college on campus. If you are paying a student employee more than double Florida minimum wage (\$8.56), you will need to complete the [Pay Rate Justification Form](#).

Academic Appointment Dates:

Spring 2020: 1/1/2020 - 5/14/2020 (9.7 Pay Periods)	Summer A 2020: 5/15/2020 - 6/30/2020 (3.3 Pay Periods)
Summer B 2020: 7/1/2020 - 8/15/2020 (3.3 Pay Periods)	Summer C 2020: 5/15/2020 - 8/15/2020 (6.6 Pay Periods)
Fall 2020: 8/16/2020 - 12/31/2020 (9.9 Pay Periods)	Spring 2021: 1/1/2021 - 5/15/2021 (9.6 Pay Periods)

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Position Information:

Today's Date:

Job Title:

Hire Type:

If Other:

Requested Start Date:

For Academic Appointments:

Fall Spring Sum. A Sum. B Sum. C

Funding Information:

Department:

Specific Funding:

Funding Source:

New Employee Information:

Name:

Email:

FTE:

If Other:

UFID:

Relative at CJC: Yes No

Salary:

Supervisor:

1 Sentence Summary of Duties (Hourly OPS and Student Employees Only)

X

Hiring Manager

X

Director/Chair

X

Dean or Designee (TEAMS only)

X

CJC HR Director (TEAMS only)

X

CJC Financial Acknowledgement (TEAMS only)

Checklist to be completed by hiring manager before submission to CJC HR:

- Attach completed [OPS Application](#) (For OPS/Students only. Can replace with resume/CV for Adjunct)
- Attach completed [Experience Verification Form](#) (For TEAMS) or Letter of Transmittal (for Faculty, Post Doc, or Adjunct)
- Complete hire request form in full and obtain signatures

CJC HR Office Use Only:

- | | |
|---|---|
| <input type="checkbox"/> Clearance | <input type="checkbox"/> Gator 1 Card |
| <input type="checkbox"/> Draft letter of offer | <input type="checkbox"/> IT HR Form |
| <input type="checkbox"/> Complete New Hire Demographic Form | <input type="checkbox"/> Obtain SSC, Picture ID, Transcripts, Four-in-one |
| <input type="checkbox"/> Calendar reminder | <input type="checkbox"/> I-9 Employment verification |
| <input type="checkbox"/> First Advantage | <input type="checkbox"/> 1 st day welcome email |
| <input type="checkbox"/> Create UFID | <input type="checkbox"/> Verify hire is authorized |
| <input type="checkbox"/> Send GatorStart | <input type="checkbox"/> Add to payroll email group |
| <input type="checkbox"/> Rec # _____ | <input type="checkbox"/> Close out posting |
| <input type="checkbox"/> Introduction/welcome communication to new hire | <input type="checkbox"/> Distribution |