

REQUEST FOR APPOINTMENT
LBJ School Personnel Office

Requested by _____

Please Appoint:

Name _____

UTEID _____

Account No. _____

Job Title _____

Hourly Rate _____

Hours/Week _____

Appointment Type _____ (hourly or monthly)

Graduate Research Assistants can only be appointed on a monthly basis.

Begin/End Date _____

If less than a full semester, please provide justification below.

Justification (if less than a full semester for GRA) _____

Job Duties _____

Education _____

Years of Related Work Experience _____

Is Tuition Remission Required? _____ (yes or no)

Is Work Outside Texas? _____ (yes or no)

Signature of Requestor

IMPORTANT: Employment paperwork must be completed and submitted to the Personnel Office on or before the first day of work.