



The University of Texas at El Paso

Appointment Actions Request Form



What type of action would you like to request?

Biographical Data

EMPL ID

Prefix

First

Name

Middle

Name

Last Name

Suffix

Email

Address

General Information

Has the individual ever been employed by UTEP?

What type of classification are you hiring?

Is the individual or the position grant-funded?

What functions, duties, and responsibilities will the individual be responsible for carrying out?

Other details:

Faculty Data

Tenure
Status
Rank

Job Data

Job Record Job Record
 Begin Date End Date
 Date
 Position Number Standard Hours (0-40)
 Position Title
 Rate Code
 Rate

***UPDATES TO GRAYED FIELDS MUST BE UPDATED THROUGH A POSITION MODIFICATION REQUEST PRIOR TO SUBMITTING A REQUEST FOR HIRE/REHIRE.**

Amount of Courses Teaching
 Expected Monthly Allocation

Funding Source

Cost Center / Project ID	Funding Begin Date	<input data-bbox="1128 1346 1193 1392" type="text"/>
Distribution Percentage	Funding End Date	<input data-bbox="1128 1392 1193 1438" type="text"/>
Cost Center / Project ID	Funding Begin Date	<input data-bbox="1128 1539 1193 1585" type="text"/>
Distribution Percentage	Funding End Date	<input data-bbox="1128 1585 1193 1631" type="text"/>