



The University of Texas at El Paso

Appointment Actions Request Form



Is the candidate a past or current employee?

Is there a break in service of 6 months or more?

Has a CBC been initiated?

If yes, the CBC has been initiated by whom?

Has candidate completed CBC questionnaire?

Is this a TRS Retiree?

What type of action would you like to request?

Department Transferring From

If rehire, last date worked

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

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 type="text"/>
Distribution Percentage	Funding End Date	<input type="text"/>
Cost Center / Project ID	Funding Begin Date	<input type="text"/>
Distribution Percentage	Funding End Date	<input type="text"/>