

**2023-2024 REQUEST TO HIRE
AN EMPLOYEE**
– required for all hires

EMPLOYER/PI CONTACT INFORMATION	
Dept ID or Name of Dept	
PI/Faculty First Name / Last Name	
UFID	
Email	
Phone	
Supervisor: First Name/Last Name <i>If PI/Faculty will not be immediate Supervisor</i>	
UFID	

POTENTIAL/CURRENT EMPLOYEE INFORMATION	
Employee First Name / Last Name	
UFID	
Email	
Has the applicant worked for UF before?	
Is the applicant <i>currently employed</i> in any other UF department?	
If currently employed; what department & how many hours does he/she work? <i>(This is important as it will impact how many hours employee may work for you.)</i> If transferring here, please indicate if there will be a break in employment.	
If a UF Student, how many hours enrolled? <i>(This will determine how many hours employee may work for you. Students generally work up to 20 hours per week).</i>	
Date of Birth (required if no UFID exists)	
Does hire require sponsorship for a work authorization visa (not citizen or permanent resident)?	
If hire requires sponsorship, please indicate if you are funding or if they are self-funding?	
Is RISC approval complete? (ALL DS2019/J1's require this, as well as certain research positions, regardless of visa status . When required, RISC approval is required PRIOR to making an offer)	

EMPLOYMENT INFORMATION	
Scholar, OPS, Student Assistant (STAS), Graduate Assistant (GA), OPT?	
Post Doc, TEAMS, Faculty?	
Please provide a brief list of employee's relevant job duties (Required for selection of appropriate Job Code):	
Hours per week?	
Hourly wage? <i>Give annual rate instead if an Exempt Position</i>	
Work Location - Location must be indicated to follow USIC regulations for ALL International hires	
If more than location, , please list how often (example: 51% at GCREC)	
Immediate Supervisor if not Faculty listed above (eg if TEAMS supervising) Students cannot be supervisors	
Estimated Start Date?	
Estimated End/Termination Date, if temporary position?	

FUNDING/DISTRIBUTION INFORMATION - funding distribution is required for entire fiscal year	
Primary Funding (1) - Fund/Project #	
Percent % of distribution	
If funding is split with another Unit, an additional form is required	
<i>For split Distribution - Only If applicable,</i>	Primary Funding (2) – Fund/Project #
	Percent % of distribution
<i>Only If applicable,</i>	Contingency (1) Fund/Project#
	Percent % of distribution

Total of all distributions must equal 100%