Special Payroll Form

Hiring Reason (choose one)

* New Hire/Rehire No Break in Service
* Rehire with Break in Service
* Data Change
* Independent Study
* Faculty Summer Research – Work
* Faculty Summer Research – Compensation
* Faculty Summer Research – Work & Compensation

Campus/Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title (choose one)

* Academic Specialist
* Adjunct Faculty
* Associate Professor in Residence
* Associate Research Professor
* Associate Research School
* Associate Research Science
* Assistant Professor in Residence
* Assistant Research Professor
* Assistant Research School
* Assistant Research Science
* Clinical Associate
* Clinical Supervisor
* Graduate Student Technician (Summer)
* Intra Specialist
* Intra-University Consultant
* Non-Credit Specialist
* Non-Credit Instructor
* Performance Specialist
* Professor in Residence
* Professor of Practice
* Project/Program Specialist
* Public Service Specialist
* Research Professor
* Research Scholar
* Research Scientist
* Research Specialist (Faculty Research Certification Form required)
* Special Payroll Lecturer (May/Summer/Winter Sessions)
* Sr. Research Scholar
* Sr. Research Scientist
* Temporary University Specialist
* Temporary Worker Retiree

Type of Work (choose one)

* Administrative
* Course Support
* Intra-University Consultant
* Non-Credit Instruction
* Research
* Service
* Teaching

\*\*Information in grey should be forwarded to the Admin. Team via email, for documentation purposes.

Is the candidate known? Yes No

If yes, list candidate’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current UConn Employee? Yes No

Is the Candidate a Relative of a UConn Employee? Yes No

State of CT Retiree? Yes No

Results in Dual Employment? Yes No

Will the Employee be working alone with children under the age of 18/Have key access to residence halls or otherwise be in a safety or security sensitive position? Yes No

\*\*This determines if candidates will need a background check. A KFS number will be charged. Fees depend on check needed.

Appointment Dates

From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stipend/Allotment: $\_\_\_\_\_\_\_\_\_

Hourly (if applicable): $\_\_\_\_\_\_\_\_\_

KFS #: \_\_\_\_\_\_\_\_\_\_\_

More than one KFS #: \_\_\_\_\_\_\_\_\_\_\_\_ Amount $: \_\_\_\_\_\_\_\_\_\_

Summary of Duties (Bullet points – Job description)

Justification of Appointment - Impact to Department if void not filled (1 Paragraph)

Additional Paperwork Depending on Hire

* Graduate Assistant Academic Year Supplemental Employment Approval Form
* Special Payroll Offer Letter
* Faculty Research Certification Form
* Special Payroll Hiring Conflict of Interest Disclosure Form
* Dual Employment Form