# Required Information

## HR Submission Forms

### Miscellaneous eForm Request
- Title
- Department
- Type of Request

### Faculty Appointment Forms
- Department
- Employee Information
  - Date of CBC
  - Category of CBC
  - Position Title
  - Position ID
- List of Course Numbers and Names
- Reports to Name
- 9 Month Academic Rate
- Start Date
- Cost Center and/or Project ID

### New Student Hire Request
- Department
- Employee Information
  - Date of CBC
  - Category of CBC
  - Position Title
  - Position ID
  - Pay Type
  - Hours per Week
  - Rate of Pay
- Reports to Name
- Start/End Dates
- Cost Center and/or Project ID
- List of Assigned Courses (TA I, TA II, AI)

### Funding Change Request
- Employee ID
- Department
- Position Title
- Reports to Name
- Employee Name
- Start/End Dates
- Cost Center and/or Project ID

### New Employee Request
- Department
- Employee Information
  - Date of CBC
  - Category of CBC
  - Position Title
  - Position ID
  - Pay Type
  - Hours per Week
  - Rate of Pay
- Start Date
- Reports to Name
- Cost Center and/or Project ID

### Faculty Buyout Request
- Employee ID
- Title
- Department
- Type of Buyout
- Course Numbers
- Percent Effort of Buyout
- Funding Allocation
- Cost Center and/or Project ID
- Dates of Buyout