**Contract Employment**

**ITS Non-Permanent Staff Personnel Action Request Form**

**Requestor Information**

- **Date Submitted**: 
- **Hiring Supervisor**: 
- **ITS Division/Department (check one)**
  - [ ] 601000 ITS – Vice Chancellor – CIO office
  - [ ] 602000 Information Security
  - [ ] 603000 Enterprise Applications
  - [ ] 603500 Enterprise Reporting and Departmental Systems
  - [ ] 604000 Finance and Administration
  - [ ] 605000 Infrastructure and Operations
  - [ ] 606000 Educational Technologies
  - [ ] 607000 Customer Experience and Engagement (including Help Desk, CCI, CRC)
  - [ ] 615000 Research Computing Center

**Contractor Status/Type**

- Direct Vendor Hire
- [ ] Independent

**ACTION REQUESTED:**

- [ ] Request for New Hire-Contractor*
  - **Employee’s Name**: 
  - **Name of Vendor**: 
  - **Requested Effective Date**: 
  - **Requested End Date**: 
  - **Hourly Bill Rate**: 
    - Back up signature authority for contractor's timesheet (in manager's absence)

* The following item is Mandatory:
  - Completion of Contractor Justification Attachment 1 – (second page)

** The hourly bill rate includes the employee rate and the vendor overhead

- [ ] Request for Extension of Appointment
  - **Initial Hire Date**: 
  - **Current End Date**: 
  - **Requested End Date**: 

- [ ] Request for Salary Adjustment
  - **Old Rate**: $ 
  - **Requested New Rate**: $ 
  - **Requested Effective Date**: 

- [ ] Request for Termination
  - **End Date**: 
  - **I have notified the Vendor of the termination**: Y [ ] N [ ]

- [ ] Other Action
  - **Brief Description**: 

**Justification for Action Requested**

- **Signature**: 
- **Date**: 
  - **AVC/Executive Director for Division**
- **Signature**: 
- **Date**: 
  - **Steve Haring, Executive Director, ITS Finance & Administration**
- **Signature**: 
- **Date**: 
  - **Accounting Services**

**Chartfield Fund** _______ **Source** _______ **Acct** _______ **Dept** _______ **Prog Code** _______

- *Form must have ALL signatures above before being submitted to the ITS Human Resources Office.*