



Date: September 4, 2003

To: University Vice Presidents Carter, Graham and Nevin
Deans Bloomberg, Fiol-Matta, Hamlin, Rand and Shevey
Directors, Chairs and Supervisors

From: Howard Buxbaum, Vice President
Administration and Finance

Re: New Hiring and Faculty Assignment Processes

We are pleased to announce new procedures and forms used by the University to hire and pay our employees, including full time, part time, adjuncts and hourly staff.

A major feature of the new forms is the inclusion of Department/grant account numbers and percentages of salaries that will be charged to specific grants and departments. In addition, we have combined into one form the necessary paperwork to request a new hire. We are certain that this will facilitate the hiring process and eliminate what many found to be a confusing course of action to add or replace an employee.

In order for this process to work, it is imperative that we implement the use of the new Assignment Sheet and Personnel Requisition forms immediately. Samples of these forms and instructions are attached.

Please consult with the Human Resources Department on these new forms as needed.

Thanks.

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Attachments

c: Dr. Carlos Hernández, President
Mr. Robert Piaskowsky, Director of Human Resources