



Hiring Manager → Submit to Human Resources Department  
Human Resources → File copy with personnel records

### New Employee Hiring Authorization

#### Employee Information

Employee Name (Last, First)

Position Name (used in job posting)

Authorized Hiring Supervisor (Print Name)

Hiring Department (name & #)

Please check this box if employee needs cashier access  
Please check this box if employee needs lead card access

Cashier Access:   
Lead Card Access:

Salary Grade

Hourly/Annual Rate

Max Hours/Week

(Max Hours: 40 - full-time, 29 - part-time regular & students, 20 - international students)

Please select the appropriate status:

a New Hire. He/she has never worked for the Forty-Niner Shops.  
Please note that the first day of work for all New Hires is orientation day.  
Please include the employee's anticipated start date if hired after rush: \_\_\_\_\_

a Rehire. He/she is a former employee of the Forty-Niner Shops.  
Please include the employee's anticipated start date: \_\_\_\_\_

Employment Type	Description
<b>For Full Time Employees:</b> <input type="checkbox"/> Full-time hourly employee (non-exempt - overtime eligible) <input type="checkbox"/> Full-time salaried employee (exempt - not overtime eligible)	All full-time employee hires must be approved by CEO/GM, Human Resources, and Division Director. Full-time hourly positions work an average of 40 hours per week. Full-time salaried positions work an average of 40 hours per week or more.
<b>For Part Time Employees:</b> <input type="checkbox"/> Part-time Regular (non-exempt - overtime eligible)	Part-time positions are filled at the discretion of the hiring Manager, with Division Director approval. Part-time employees are regular non-student employees who work an average of 29 hours per week. Part-time employees may be eligible for overtime, as needed.
<b>For Student Employees:</b> <input type="checkbox"/> Student (Traditional, Matriculated Student Employee) <input type="checkbox"/> Student Seasonal (Bookstore Division Rush Hire)	All CSULB student positions are filled at the discretion of the hiring Manager, with Division Director approval. All student positions can work up to 29 hours per week, as needed. International students employees are limited to 20 hours per week, based on regulatory guidelines.

#### Approving Signatures

Authorized Hiring Manager Signature

Date

Authorized H.R. Representative Initials

Processed Date

#### For HR Use Only

Please include the Employee's Orientation date, once orientation is confirmed during the hiring proposal.

Orientation Date: \_\_\_\_\_ N/A  TBD  HR Initials: \_\_\_\_\_

Rehire Call Date: \_\_\_\_\_