

**Tower Foundation
Faculty Appointment Form**

Federal law required Tower Human Resources to attest, under penalty of perjury, that new hire's (1) identity and (2) legal authority to work has been examined and verified. Tower Foundation employees are not employees of the state. Employees who work on Tower Foundation Projects are considered temporary employees under the California State Education Code Section 89900©. The appointment is in conformity with the affirmative action policy and/or to the Chancellor's policy on overload as specified in FSA79-30.

Check One: New Hire Account Change Reappointment Other _____

EMPLOYEE INFORMATION			
First Name: _____		Last Name: _____	
		MI: _____	
SJSU ID: _____		SJSU Email: _____	
University Classification: _____			
Address: _____			Apt: _____
City: _____		State: _____	
		Zip: _____	
DOB: _____		Phone: _____	
		US Citizen: <input type="checkbox"/> Yes <input type="checkbox"/> No / If No, Visa Type: _____	
(H1-B NOT accepted)			

APPOINTMENT PERIOD (maximum one year appointment)			
Fall	Winter	Spring	Summer
Dates: _____	Dates: _____	Dates: _____	Dates: _____
# of Hours: _____	# of Hours: _____	# of Hours: _____	# of Hours: _____
Hourly Rate: \$ _____	Hourly Rate: \$ _____	Hourly Rate: \$ _____	Hourly Rate: \$ _____
Total Payment: \$ _____	Total Payment: \$ _____	Total Payment: \$ _____	Total Payment: \$ _____

EMPLOYMENT ALLOCATION (must be filled out by UPFS only)				
Type of Appointment	Fall	Winter	Spring	Summer
SJSU	%	%	%	%
Tower Foundation	%	%	%	%
SJSU Research Foundation	%	%	%	%
Other:	%	%	%	%
Total Allocation of Time:	%	%	%	%
UP Faculty Services Notes: _____				

PROJECT INFORMATION	
Project Description: _____	
Tower Account Name: _____	Tower Account #: _____
Supervisor Name: _____	Supervisor Email: _____
Time Card Approver Name: _____	Time Card Approver Email: _____
DRO Name: _____	DRO Signature: _____

AUTHORIZATIONS			
AUTHORIZER	NAME	SIGNATURE	DATE
Employee			
Account Holder / Authorized Signer			
Department Chair			
Dean			
UP Faculty Services UPFA Additional Employment (Signing Group)			
Tower Human Resources TowerHR@sjsu.edu			

TOWER FOUNDATION HUMAN RESOURCES USE ONLY				
Fringe: _____	Job Code: _____	WC Code: _____	EE #: _____	023/038: _____
HR Notes: _____				Date: _____

**EMPLOYEE MAY NOT WORK UNTIL AUTHORIZED BY TOWER FOUNDATION HUMAN RESOURCES
REMIT TO: TowerHR@sjsu.edu**