



Queens College, Office of Human Resources
College Assistant Employment Request

(Limited to a maximum of 1040 working hours for the year)

July 1, _____ - June 30, _____

 Provost Signature

Division _____ No. _____ Department _____ No. _____

Name	Social Security #	Describe Duties Briefly	Period of Appt. (From - To)	Hours to Be Worked/Week	Hours for Fiscal Year	New Appt. (A) or Reaapt. (R.)	Rate
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							

If above minimum salary, letter of justification should be attached.

Signature _____
 Department Chair (Authorized Signature ONLY)

Date _____