Tree Fruit Research and Extension Center
Nonpermanent Scheduled/Nonscheduled Request Form

Employee Name:	
Position Classification: (determined by PI and HR Partner using summary of duties)	Scheduled FTE: _____ (%) OR Nonscheduled: ☐ Estimate # of hrs/wk:
Rate Requested:	Supervisor:
Appointment Begin Date:	Appointment End Date: (must be the last day of pay cycle or last day of work week (Saturday), which ever is earlier)
Work Location *(If remote, indicate city/town)* :	

Program / Grant / Gift Worktag
Funding Details:

Additional Questions:

1) Do you anticipate the employee will be appointed for six (6) month or more? ☐Yes ☐No
   (If you answer yes, employee will qualify for benefits on the first date of their employment.)

2) Is it anticipated the employee will work eight (8) or more hours in each month of the appointment?
   ☐Yes ☐No *(If you answer yes, AND you answered yes to question #1, the employee will continue their benefit eligibility until they no longer work at least 8 hrs in a month.)*

3) Will this position lead or supervise the work of students? ☐Yes ☐No (If the answer is yes, a Sexual Misconduct Statement (SMS) and background check will be required before hire can be completed.)

4) Will this position require a background check? ☐Yes ☐No (Optional unless the position will lead or supervise the work of students.)

5) **Is this individual a WSU student or will they be one in the near future? ☐Yes ☐No**

   NOTE : Scheduled positions will begin accruing paid leave and be eligible for holiday pay on the first day of their appointment. Nonscheduled positions will receive accruals based on hours worked each month and will be eligible for a holiday credit the following month.

Steps in the Process

1. Develop detailed list of duties in order to determine classification. - Completed by PI and HR Partner
2. Based on classification, determine salary/rate to be offered. Above step F will require a justification. - Completed by PI
3. Submit request for position in Workday. - Completed by HR Partner
4. Complete Sexual Misconduct Statement (SMS) and background check ONLY if position will have authority over students. - Completed by prospective employee
5. Once SMS compliance met and background check completed (if required), initiate hire in Workday. - Completed by HR Partner
6. Complete online safety training and turn in answer sheet and signed acknowledgement to supervisor. - Completed by employee
7. Employee Orientation checklist - Completed by employee and supervisor.