

This form should be completed for all personnel hires. This includes undergraduate and graduate students, faculty (departmental or other), staff, or an outside person/vendor (who is not a Guest Artist). The hiring process could include an hourly salary, AdComp for faculty or staff, or one-time payments to an outside UMass person/vendor.

Please fill out this form completely and submit it as an email attachment to the Department Chair and Business Manager before contacting the potential hire.

Name of Requestor

Date submitted

Name of person you wish to hire

Contact information for prospective hire (email, address, phone)

Status of prospective hire

Reason(s)/purpose(s) for hire:

Amount requesting to pay (hourly pay up to a set amount or flat rate)

Location(s) of event/performance/work

Date(s) of event/performance/work

Signature of requestor

Date

Signature of Department Chair

Date

Comments/notes:

*This form is not to be used for a guest artist. If a Guest Artist Funding Request form has already been completed, there is no need to resubmit using this form.