**University of Colorado at Boulder**



**College of Arts and Sciences**

**Office of the Dean**

**Action Authorization Form (AAF) and MOU**

Between (Party A)
***Department of Geological Sciences***

***UCB 399***

*[Supervisor Name, and Supervisor Position #]*

And (Party B)

**College of Arts and Sciences (A&S) Director of Staff**
2-51 Old Main

Bernadette.Stewart@colorado.edu

RE: **Fill Temporary Position** [**http://hr.colorado.edu/es/Pages/Temps.aspx**](http://hr.colorado.edu/es/Pages/Temps.aspx)

|  |  |
| --- | --- |
| *Position Type (University staff or Classified staff):* | *Background check completion date:* |
| *Employee name:* *EMP ID if former CU employee:**Start and End date:**Relationship with the University (new, retiree, former student, etc.):* | *Requested Salary per Hour:* |
| ***Funding MUST include:*** *Speedtype(s):**Speedtype Name(s):****AND*** *funding breakdown %:* | ***Notes:*** |

Supervisors to complete For new employees:

1. Ensure employee has completed a background check, if necessary. <http://artsandsciences.colorado.edu/facultystaff/templates-and-forms/>
2. Please complete the personal data worksheet and the emergency contact form <https://na2.docusign.net/member/PowerFormSigning.aspx?PowerFormId=db7de7c5-fe74-4cca-b59e-b7de8d37c7cd>
3. On employee’s first day of work contact as\_hr@colorado.edu to set up a time to complete I9 paperwork. Please *bring identification for completion.*
* I9 Form: <http://www.uscis.gov/sites/default/files/files/form/i-9.pdf>
1. As soon as employee has an active Identikey, employee will login into CU Portal account and click the CU Resources Tab. Select blue “compensation” navigation button and complete the following online forms to setup your payroll. If there are any questions about how to access these online forms, please contact the Help desk at 303-735-4357.
* W-4 form. Instructions for filling in W-4-related information is on the IRS form: <http://www.irs.gov/pub/irs-pdf/fw4.pdf>
* Direct Deposit form: <http://www.cu.edu/employee-services/policies/direct-deposit-authorization-and-instructions>
1. Authorization
 -Partnering Organization: A-

**Department Chair**

Department of Geological Sciences

*Shemin Ge* Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_

-Partnering Organization: B-

**Director of Staff**

College of Arts and Sciences

*Bernadette Stewart* Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_