

**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: ☐ Yes ☐ 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				
UPFS 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