# Required Information
## HR Submission Forms

### Miscellaneous eForm Request
- **Title**
- **Department**
- **Type of Request**

### Funding Change Request
- **Employee ID**
- **Department**
- **Position Title**
- **Reports to Name**
- **Employee Name**
- **Start/End Dates**
- **Cost Center and/or Project ID**

### Faculty Appointment Forms
- **Department**
- **Employee Information**
- **Date of CBC**
- **Category of CBC**
- **Position Title**
- **Position ID**
- **List of Course Numbers and Names**
- **Reports to Name**
- **9 Month Academic Rate**
- **Start Date**
- **Cost Center and/or Project ID**

### New Employee Request
- **Department**
- **Employee Information**
- **Date of CBC**
- **Category of CBC**
- **Position Title**
- **Position ID**
- **Pay Type**
- **Hours per Week**
- **Rate of Pay**
- **Start Date**
- **Reports to Name**
- **Cost Center and/or Project ID**

### New Student Hire Request
- **Department**
- **Employee Information**
- **Date of CBC**
- **Category of CBC**
- **Position Title**
- **Position ID**
- **Pay Type**
- **Hours per Week**
- **Rate of Pay**
- **Reports to Name**
- **Start/End Dates**
- **Cost Center and/or Project ID**
- **List of Assigned Courses (TA I, TA II, AI)**

### Faculty Buyout Request
- **Employee ID**
- **Title**
- **Department**
- **Type of Buyout**
- **Course Numbers**
- **Percent Effort of Buyout**
- **Funding Allocation**
- **Cost Center and/or Project ID**
- **Dates of Buyout**