



# LaGuardia Community College

31-10 Thomson Avenue - Long Island City, New York 11101. Telephone (718) 482-7200

## RECOMMENDATION FOR APPOINTMENT

Date:

(click and press the down arrow to select date from calendar)

### EMPLOYEE INFORMATION

Name:			
CUNYfirst EMPID:		SSN(4 Digits):	
Title:		Department:	
Title Code:		Report to:	

<b>Approved by</b>	Signature:	<input type="text"/>	Date: <input type="text"/>
	Print Name:	<input type="text"/>	

(Chairperson, Director or Supervisor)

(click and press the down arrow to select date from calendar)

<b>Approved by</b>	Signature:	<input type="text"/>	Date: <input type="text"/>
	Print Name:	<input type="text"/>	

(President, Vice President or Dean)

(click and press the down arrow to select date from calendar)

### HUMAN RESOURCES CHANGE FORM

Type of Action:	<input type="text"/>	List of Sessions:	<input type="text"/>
Enter Effective Dates:	From: <input type="text"/>	To: <input type="text"/>	(press the down arrow and select from drop down list)

Annual Salary:

Hourly Rate:	<input type="text"/>	Number of Hours:	<input type="text"/>	Total Amount:	<input type="text"/>
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Remarks:

<b>Approved by</b>	Signature:	<input type="text"/>	Date: <input type="text"/>
	Print Name:	<input type="text"/>	

(Human Resources)

(click and press the down arrow to select date from calendar)

### BUDGET ACTION

Dept.# - Fund - MP - Oper Unit - Program - Funding Srce - Special Init - Dept with Program Name

<b>Approved by</b>	Signature:	<input type="text"/>	Date: <input type="text"/>
	Print Name:	<input type="text"/>	

(Budget Office)

(click and press the down arrow to select date from calendar)