**CHASS HR Services**

**SHRA Offer Letter Request Form**

Upload completed form to Personnel Request.

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| **Candidate and Appointment Information** | | | |
| **Legal First Name** | Click here to enter text. | **Proposed Start Date** *(this may change based on factors such as background check, payroll lockout, etc.)* | Click here to enter a date. |
| **Legal Last Name** | Click here to enter text. | **Annualized Salary** | Click here to enter text. |
| **Address City, State, Zip Code** | Click here to enter text. | **Department** | Select an item |
| **Salutation Name** *(Will follow “Dear” ex: Dr. Smith)* | Click here to enter text. | **Approved Classification and Band**  *(ex. Administrative Support Specialist/Journey)* | Click here to enter text. |
| **Hours per week** | Click here to enter text. | **Anticipated Work Schedule**  *(ex. Monday-Friday 8:00am-5:00pm)* | Click here to enter text. |
| **Project ID** | Click here to enter text. | **Distribution %**  *(If only one project ID, distribution should be 100%)* | Click here to enter text. |
| **Building Name** | Click here to enter text. | **Room Number (or n/a)** | Click here to enter text. |
| **Supervisor Name** | Click here to enter text. |  | |
| **Is** [**Remote Work Approval**](https://cdn.chass.ncsu.edu/sites/busoffice.chass.ncsu.edu/hr/Remote%20Work%20Request%20Form.docx) **Needed?** *(for 100% remote or working primarily outside of NC.* [*See policy*](https://policies.ncsu.edu/regulation/reg-05-55-11/)*.)*  **Yes No**  If Yes, attach Remote Work Approval form. Offer cannot be made until this is approved. | | | |

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| **Return Date:**  *The return by date is approximately 2 weeks after the offer letter is dated. If you would like to deviate from that timeframe, please indicate below.* |
| Click here to enter text. |

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| **Comments/Additional Information** |
| Click here to enter text. |