



Cover Sheet for PAID Annual Appointments

NAME TITLE

DEPARTMENT/CENTER

EMAIL ADDRESS

DATES OF PROPOSED APPOINTMENT: From To (note: appointments ordinarily end 6/30/YR)

ANNUAL SALARY FTE

Prior Harvard Affiliation:

Has the individual had an affiliation (e.g., student, employee) with Harvard? Yes No

If yes, please answer the following:

HUID (if known) Year (if known)

Under what name (leave blank if no name change)

Work Location:

Checking this box certifies that this individual's primary work place is in Massachusetts. (Faculty Affairs must be notified if circumstances arise during the appointment that could lead to the appointee working primarily outside of Massachusetts.)

Appointment Materials:

I-9 Submitted via Equifax (Please submit for all first time employees, and for all reappointees and concurrent job holders who do not have an active I-9 on file. Please note that an I-9 will expire after an appointee has not been at Harvard for a year. If any form of ID that was used for an I-9 already on file has expired, a new I-9 will need to be submitted.)

Letter from Department Chair or Center Director supporting appointment \*

Letters of Recommendation (2) \*

Visiting Scientist/Visiting Graduate Student Appointment Form (optional; if used, can be substituted for letter from department chair and letters of recommendation)

Curriculum Vitae

PFML Notification

Will the appointee have a Harvard-sponsored visa? Yes No

If yes, please attach copies of Harvard International Office's eScholar Form

\* A description of the activities the appointee will be undertaking must be included in one of these letters.

\*\*\*\*\*

Date Submitted by: Phone:

Please attach this page and all applicable items as one pdf file to the Wasabi transaction. For questions, please contact Lindsey Bartlett at bartlett@hsph.harvard.edu.