 **INSERT UNIT/DEPARTMENT LOGO HERE**

**MEMORANDUM**  DATE

|  |  |
| --- | --- |
| TO: | Cathleen Moore-Linn, RCUOG Executive Director \_\_\_\_ / \_\_\_\_ / 2021 |
| VIA: | Dean or Director \_\_\_\_ / \_\_\_\_ / 2021 |
| VIA: | Faculty Supervisor (Dean or Director) \_\_\_\_ / \_\_\_\_ / 2021 |
| FROM: | Principal Investigator \_\_\_\_ / \_\_\_\_ / 2021 |
| SUBJECT: | Request to Hire UOG FACULTY, EMPLOYEE NAME |

**Employee Name:**

**Position Title (UOG & RCUOG title):**

*Example: Assistant Professor/Principal Investigator*

**Unit and Department:** Example: ORSP/Sea Grant

**Employee Type:** Temporary Appointment, Part-Time Employee

**Work Hours:** Employee may work up to XX hours per week.

*(Employee may work up to 39 hours per week during Tinalo', spring break, and Finakpo'. Employee may work up to 8 hours per week during Fańamnåkan & Fanuchånan)*

**Total Work Hours:** Employee cannot exceed XX hours during employment period.

**Hourly Rate:**

*(University of Guam rate)*

**Employment Period:** *(Start to End Date;cannot exceed one year)*

**Benefits:** Social Security & Medicare

**Account Number:** 30-XX-XXXXXX-X-XXXXXXX

**Certification of Funds**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**RCUOG Certifying Officer

**Approved:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**RCUOG Executive Director