Center for Limnology Hiring Authorization & Onboarding Form

Section 1: Appointment Type **Choose One**

Job Title, Project, Other: _____ FTE: _____

Section 2: Personal Information *Please complete all fields*

Full legal name: _____ DOB: _____

School or professional email: _____ Personal email: _____

Address: _____

Phone Number: _____ Country of Citizenship: _____

Job Begin: _____ Job End: _____ Work Location: **Choose One**

Section 3: Training – Check all that apply

(Training details will be included in Welcome email to employee, supervisor, and PI.)

☒ Chemical Safety: The OSHA Lab Standard and Building Tour (**required if not 100% remote**)
☐ Responsible and Ethical Conduct of Research (**required if NSF funded**)
☐ Add to Protocol **Choose One**
☐ Add to 2nd Protocol **Choose One**
☐ Human Subject Training
☐ Driver Authorization
☐ WI Boater Safety Certification
☐ Boat Use Training
☐ Trailer Training
☐ Compressed Gas Safety Training
☐ Disposing of Hazardous Chemicals Training
☐ Fume Hood Safety Training
☐ SCUBA
☐ WI ATV/Argo Safety Certification
☐ WI Snowmobile Safety Certification
☐ Winter Fieldwork Training by supervisor (auger, survival suit, working safely on ice)
☐ Seasonal Exemption for a TE or Student Hourly to work full time for summer
☐ None of the above

When Applicable: LimnoLaunch Madison ☐ Yes ☐ No **LimnoLaunch TLS** ☐ Yes ☐ No

Section 4: Payroll Information

TEs, Grad students, Postdocs have set rates. If you are hiring one of these, you may skip this section.
Student hourly: ☐ $14.50 No experience ☐ $14.75 Some experience ☐ $15.00 Experienced
Funding source: _____

Section 5: Employer Information

Supervisor's name: _____ PI name: _____