



ITS Internship Personnel Action Request Form

This form is required for ITS internship actions which includes hiring an intern for the semester, extending an intern for the following semester, requesting an hourly rate increase, or an increase in work hours.

Select Type of Action: **New Hire** **Extension** **Increase in Hours/Wages**

Name of Intern:

ELT Section:

Name of Supervisor:

Proposed Effective Date:

Internship Details:

	Current	Proposed
Hours		
Salary		
Job Code	Intern	Intern
Semester		
Funding Source		

Justification:

Describe here the justification for the extension of the internship or changes to hourly rate/hours worked.

CIO Comments:

Approval or Denial

**Associate Vice President & Chief
Information Officer**

Date



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If you have checked "New Hire" on the preceding page, note that only pages 2 and 3 of this form are required to be completed. This section of the form pertains to the hiring of a new intern who has not previously interned with us.

Name of Intern:

ELT Section:

Student ID Number:

Student FSU Email:

Reporting Supervisor:

Reporting Supervisor EMPLID Number:

Employment Information:

Start Date:

Job Duties:

Funding Information:

Hourly Rate:

Standard Weekly Hours:

Funding Account Code:

Are we hiring for the semester or Fiscal Year?

Background Check Questionnaire:

Part 1: Outside Documents to replace/satisfy FSU Background check:

YES/NO

1. Is this job/role located in the FSU Childcare Center?
2. Does this job/role require a specific background check to be performed for which approved external agencies complete screenings? (e.g., FSUS positions, positions in the K-12 school system, etc.)
3. If the hiring department for this job/role has been granted approval by the Office of Human Resources to perform a specific background check for all employees, select the appropriate level. If not applicable, select "NO".
4. Will this person be working or volunteering with a University Sponsored Summer Camp held between May and September?

Part 2: Level 2 Background Check Required Duties:

YES/NO

1. Will this person be providing care, treatment, education, training, instruction, supervision, or recreation to vulnerable populations such as minors, the elderly, or those with disabilities?



- 2. Is the position classified as Vice President level or above by job code/administrative code?
- 3. Is the position with the FSU Public Safety or Panama City Campus Public Safety? If yes, submit a copy of the fingerprint report obtained by FSUPD; HR will conduct the Standard portion of the Criminal History Background Check.
- 4. Is fingerprinting a requirement by granting agencies for grants and contracts?
- 5. Will this person be working or volunteering with regulated materials regardless of quantity (DHS Chemicals of Interest, DEA controlled substances, NRC Radioactive Material), or is he position located in a facility covered by a DOT Security Plan, or has unescorted access to said materials?

Part 3: Standard Background Check Required Duties:

YES/NO

- 1. Will this person perform fiscal duties to include budgeting, accounting, or having direct access to cash (except petty cash), checks, and/or credit/debit cards to include making and/or receiving payments?
- 2. Will this person possess system access that provides the ability to process payments, print or distribute checks, process corrections, or generate, update, or approve financial transactions that will result in the disbursement of University funds?
- 3. Will this person have control over University-wide operational processes through functional roles or system security access?
- 4. Will this person have access to sensitive, secure, and/or confidential personal information on individuals, such as students, faculty, staff, or alumni (e.g., social security numbers, dates of birth, etc.)?
- 5. Will this person possess access to surplus property inventory; or possess a grand master or building master key and/or cards for building access?

Part 4:

YES/NO

- 1. Will this candidate/position be required to drive a University-owned motor vehicle (including golf carts and other utility vehicles) as part of their regular duties? See University Policy OP-C-7-G8 for driver's license check requirements.

CIO Comments

Approval or Denial

**Associate Vice President & Chief
Information Officer**

Date