

HONG KONG BAPTIST UNIVERSITY

Human Resources Office

CONFIDENTIAL

HRO/RCT/F218

Recommendation on Appointment of Part-time Hourly-rated Helpers

Notes:

For appointment of part-time hourly-rated helpers beyond the standard rate, please consult the Human Resources Office prior to engagement. To facilitate payment by the Finance Office, the completed form with input from the Human Resources Office should be attached together with the "Monthly Payroll Summary Sheet for Student/Temporary Helper Employment".

Name: _____ HKID/Student ID: _____

Department/Office: _____ Proposed rate/hour: HK\$ _____

Proposed duration of appointment: _____ to _____

Hours per week: _____

Nature of Work: _____

Qualification/Skills/Experience required: _____

Budget Controller Date

For use of Human Resources Office

The pay rate/hour will be HK\$ _____ which is calculated on the following basis:

for Director of Human Resources Date