BIOMEDICAL RESEARCH INSTITUTE OF NEW MEXICO

1501 San Pedro Dr. SE, Bldg. 14 (151-B)
Albuquerque, NM 87108
505-260-1033 Fax: 505-256-5467

Employment Request Memorandum

Date

Principal Investigator Signature (Please print name)

Principal Investigator's Contact Information:

Position Title:

Position Duties

Educational & Experience Requirements

Exempt status: Yes ☐ No ☐
(For clarification of exempt, non-exempt classifications, contact BRINM human resources administrator)

Recommended wage: (☐ hourly, ☐ annual salary)

Basis for wage recommendation:

For non-exempt positions only: Estimated hours to be worked per week:

Estimated Date of Hire:

BRINM account to be used for payroll expenses:

CONCUR/DO NOT CONCUR APPROVE/DISAPPROVE

_____ _____
Executive Director BRINM Human Resources Administrator