

# CASPAR

## Web-based Planning and Reporting System New Account Form

This form is not applicable for Nutrition Links Nutrition Education Advisors

When an extension professional, paraprofessional, or faculty member is hired in your unit, please send this Information to:

ELIZABETH MATTHIESEN  
323 Agricultural Administration Building  
University Park, PA 16802  
814-865-5410

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\_\_\_\_\_ County/Unit

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Starting Date: \_\_\_\_\_ Penn State Access Account: \_\_\_\_\_ (sample – xyz2)  
(mo./day/yr.)

Position Title (as listed on Job Description): \_\_\_\_\_

County-paid: \_\_\_\_\_ (Yes or No)

Percent Extension: \_\_\_\_\_ %    Percent Research: \_\_\_\_\_ %    Percent Teaching: \_\_\_\_\_