

TO BE COMPLETED BY HIRING DEPARTMENT

Form Completed By : _____ Phone Number : _____

Dept. Name: _____ Dept. #: _____

Appointment

Employee Name: _____ (as seen in PeopleSoft) Empl ID: _____ Empl Rec #: _____

Department Name: _____ Department #: _____ Payroll Unit #: _____

Semester: Fall Winter Spring Summer

Start Date: _____ End Date: _____

Full-Time Base Rate of Pay _____
Monthly Base Rate is the rate that would be paid if the faculty worked a 100% (1.0) Time Base per week. \$ _____

Time Base of Appointment: _____ Fraction of Appointment: _____

POSITION: (choose one)

Lecturers	<input type="radio"/> 2358 – Academic Year	<input type="radio"/> 2359 – 12 Month	<input type="radio"/> GRANT FUNDED
Range at which Appointed:			
Instructional Faculty	<input type="radio"/> 2360 – Academic Year	<input type="radio"/> 2361 – 12 Month	<input type="radio"/> GRANT FUNDED
Range at which Appointed:			
Temporary Librarian	<input type="radio"/> 2920 – 12 Month	<input type="radio"/> 2919 – 10 Month, paid over 12 Months	
Range at which Appointed:			
Student Services Professional <i>(Academic Related, 12 Month)</i>	<input type="radio"/> 3070 – SSP, AR I	<input type="radio"/> 3072 – SSP, AR II	<input type="radio"/> 3074 – SSP, AR III
Student Services Professional <i>(Academic Related, Academic Year)</i>	<input type="radio"/> 3071 – SSP, AR I	<input type="radio"/> 3073 – SSP, AR II	<input type="radio"/> 3075 – SSP, AR III
Other	Job Code: _____	Pay Title: _____	

DISTRIBUTION OF LABOR COST – Complete if using account other than department operating funds

Account	Fund	Finance Dept.	Project/Grant	Amount to be paid	% of distribution
601100					
601100					
601100					

Program / Class / Comments: _____

TO BE COMPLETED BY PRINCIPAL INVESTIGATOR (IF GRANT FUNDED)

Print Name: _____ Date: _____
 Signature: _____

TO BE COMPLETED BY HIRING DEPARTMENT APPROPRIATE ADMINISTRATOR

Print Name: _____ Date: _____
 Signature: _____

FACULTY AFFAIRS USE ONLY *cc: Personnel Action File*

Approved and Keyed into PeopleSoft: _____ Date: _____

Submit to: fappoint@sonoma.edu