

TO BE COMPLETED BY HIRING DEPARTMENT

Form Completed By : _____ Phone Number : _____

Appointment

(as listed in PeopleSoft or on Social Security Card)

Employee Name: _____

Empl ID: _____ Empl Rec #: _____ PeopleSoft Position #: _____

Department Name: _____ Department # _____ Payroll Unit: _____

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)

Head Coach	2375 – Academic Year	2373 – 12 Month	2374 – 10 Month
Coach	2378 – Academic Year	2376 – 12 Month	2377 – 10 Month
Coaching Specialist	2381 – Academic Year	2379 – 12 Month	2380 – 10 Month
Coaching Assistant	2384 – Academic Year	2382 – 12 Month	2383 – 10 Month

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
601803				\$	%
601803				\$	%
601803				\$	%

Program / Class / Comments: _____

Financial Services Use Only	Department	Pool	Position	Appointment
Financial Services Director:				

TO BE COMPLETED BY HIRING DEPARTMENT APPROPRIATE ADMINISTRATOR

Print Name: _____ Date: _____

Signature: _____

TO BE COMPLETED BY VICE PRESIDENT FOR ADMINISTRATION AND FINANCE

Print Name: _____ Date: _____

Signature: _____

FACULTY AFFAIRS USE ONLY *cc: Personnel Action File*

Approved and Keyed into PeopleSoft: _____ Date: _____

Copy Sent to Financial Services _____ Date: _____

Submit to: [Temporary Faculty Employment Specialist](#)