

**Instructions for Processing
Appointment of Coaching Faculty Form (R03 Only)**

TO BE COMPLETED BY HIRING DEPARTMENT	
Form Completed By:	Person who completed the form and is responsible for verifying the information on the form
Phone #:	On campus phone number of the person completing the form
APPOINTMENT	
Employee Name: As listed in PeopleSoft or on Social Security Card	Enter the name of faculty member doing the work (as seen in PeopleSoft or on their social security card)
Empl ID:	The faculty members identification number assigned in the PeopleSoft system.
Empl Rec #:	The specific record number that coincides with the department and job title for the appointment
PeopleSoft Position #:	This is the position number in PeopleSoft that provides information regarding the position based on the job code and department and the reports to supervisor.
Department Name:	Department in which the employee will be doing work
Department #:	The respective 4-digit number for the department in which the employee will be doing work
Payroll Unit #	This is the number used to sort paychecks and is specific to each department
Start Date:	The start date of the appointment (first day of work). Academic Year/Semester appointments must coincide with the Academic Calendar.
End Date:	The appointment will end this date (last day of work). Academic Year/Semester appointments must coincide with the Academic Calendar.
Full-Time Base Rate of Pay:	Monthly Base Rate of Pay is the rate that would be paid if the individual worked a 100% Time Base (1.0) per week.
Time Base of Appointment:	This is the percent of full-time the individual will work (% is based on the Fraction of Appointment)
Fraction of Appointment:	This is the fraction of full-time the individual will work (will be reflected as a percentage in the Time Base of Appointment).
Position: (choose one)	
Choose the appropriate job code for the position.	
Distribution of Labor Cost – Complete if using account other than department operating funds	
Fund	This is the 5 digit (2 alpha and 3 numeric) PeopleSoft fund number. Example: SO100.
Finance Dept.	This is a 4-digit numeric code. In some cases, this will be different from the HR Department Number.
Project/Grant	If applicable, for the Project, indicate the 5 digit numeric code and the fund number for the Grant.
Amount to be paid	The correct portion of the compensation to be paid by the specific fund
% of distribution	Indicate the percentage to be applied to each fund, based on the amount to be paid from each specific fund
Approval Signatures	
To be Completed by Hiring Department Appropriate Administrator and the Vice President for Administration and Finance	Printed name and signature of the Appropriate Administrative from the hiring department These are required fields