

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

<b>TO BE COMPLETED BY HIRING DEPARTMENT</b>	
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
<b>APPOINTMENT</b>	
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).
<b>Position: (choose one)</b>	
Choose the appropriate job code for the position.	
<b>Distribution of Labor Cost – Complete if using account other than department operating funds</b>	
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
<b>Approval Signatures</b>	
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