

**Instructions for Processing  
Temporary Appointment Form (R03 Faculty Only)**

| <b>TO BE COMPLETED BY HIRING DEPARTMENT</b>   |  |
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| 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   |
| Department Name:  | Name of the hiring department  |
| Department #:   | The respective 4-digit number for the hiring department  |
| <b>APPOINTMENT</b>  |  |
| Employee Name:<br>As listed in PeopleSoft   | 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                                      |
| 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 time base (shown as a percentage) that the individual will work.   |
| Fraction of Appointment:  | Based on the time base of the appointment  |
| Grant Related   | Indicate if this appointment is to be funded by general funds (NO), or grant, special funds (YES)                                    |
| <b>Position: (choose one)</b>   |  |
| Choose the appropriate job code for the position, and the range of 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 Principal Investigator (if Grant Funded)   | Printed name and signature of the Principal Investigator of the grant in which funds are used  |
| To be Completed by Hiring Department Appropriate Administrator                                      | Printed name and signature of the Appropriate Administrative from the hiring department  |