

TO BE COMPLETED BY HIRING DEPARTMENT							
Form Completed By :				Phone Number :			
Dept. Name:				Dept. #:			
Appointment							
Employee Name: <small>(as seen in PeopleSoft)</small>			Empl ID:		Empl Rec #:		
Department Name:			Department #:		Payroll Unit #:		
Semester:      Fall                      Winter                      Spring                      Summer							
Start Date:			End Date:				
Full-Time Base Rate of Pay <i>Monthly Base Rate is the rate that would be paid if the faculty worked a 100% (1.0) Time Base per week.</i>					\$		
Time Base of Appointment:			Fraction of Appointment:				
POSITION: (choose one)							
<b>Lecturers</b>		2358 – Academic Year		2359 – 12 Month		GRANT FUNDED	
Range at which Appointed:							
<b>Instructional Faculty</b>		2360 – Academic Year		2361 – 12 Month		GRANT FUNDED	
Range at which Appointed:							
<b>Temporary Librarian</b>		2920 – 12 Month		2919 – 10 Month, paid over 12 Months			
Range at which Appointed:							
<b>Student Services Professional</b> <small>(Academic Related, 12 Month)</small>		3070 – SSP, AR I		3072 – SSP, AR II		3074 – SSP, AR III	
<b>Student Services Professional</b> <small>(Academic Related, Academic Year)</small>		3071 – SSP, AR I		3073 – SSP, AR II		3075 – SSP, AR III	
<b>Other</b>		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					<i>cc: Personnel Action File</i>		
Approved and Keyed into PeopleSoft:					Date:		
Copy of Grant Related Appointments Sent to Financial Services					Date:		