

**TO BE COMPLETED BY HIRING DEPARTMENT**

Form Completed By : \_\_\_\_\_ Phone Number : \_\_\_\_\_

Dept. Name: \_\_\_\_\_ Dept. #: \_\_\_\_\_

**Appointment**

Employee Name: \_\_\_\_\_ Empl ID: \_\_\_\_\_ Empl Rec #: \_\_\_\_\_  
(as seen in PeopleSoft)

Department Name: \_\_\_\_\_ Department #: \_\_\_\_\_ Payroll Unit #: \_\_\_\_\_

Semester:      Fall                      Winter                      Spring                      Summer

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)**

<b>Lecturers</b> Range at which Appointed:	2358 – Academic Year	2359 – 12 Month	GRANT FUNDED
<b>Instructional Faculty</b> Range at which Appointed:	2360 – Academic Year	2361 – 12 Month	GRANT FUNDED
<b>Temporary Librarian</b> Range at which Appointed:	2920 – 12 Month	2919 – 10 Month, paid over 12 Months	
<b>Student Services Professional</b> <i>(Academic Related, 12 Month)</i>	3070 – SSP, AR I	3072 – SSP, AR II	3074 – SSP, AR III
<b>Student Services Professional</b> <i>(Academic Related, Academic Year)</i>	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 *cc: Personnel Action File*

Approved and Keyed into PeopleSoft: \_\_\_\_\_ Date: \_\_\_\_\_

Submit to: [faappointments@sonoma.edu](mailto:faappointments@sonoma.edu)