

# Completing a Staff Appointment Form

## POSITION INFORMATION:

This section is preprinted and does not have to be completed by department. If there appears to be discrepancies in this section, please contact the Office of University Budgets at 7-4275.

## APPOINTMENT INFORMATION:

Appointment Type: ⇒ New Hire/Rehire - for employees new to the University or returning to the University after a break in service  
⇒ Completion of an I-9 form is required for new university employees  
⇒ Promotion - for employees moving to a higher classification level  
⇒ Demotion - for employees moving to a lower classification level  
⇒ Lateral Transfer - for employees moving within the same grade or moving to a new employee group.

Employee ID: ⇒ The University ID number. New employees will not have an Employee ID. Employee ID numbers for current employees are available from the employee's current department.

Name: ⇒ Employee's legal name.

Social Security Number: ⇒ MUST be completed. An employee must have a valid SSN to be employed at the University.

Effective Date: ⇒ MUST be completed. The effective date is the day the appointment begins.

Pay Rate: ⇒ MUST be completed.  
⇒ If the FLSA status is Hourly, enter an hourly rate.  
⇒ If the FLSA status is Salaried, enter a salary amount.  
⇒ NOTE: for salaried employees working less than 1.00 FTE, enter the actual pay rate.

Terminal End Date: ⇒ If the position is terminal, please enter the projected end date of the appointment here. If the position is continuing, leave this blank.

- ⇒ If the employee is in the position on an acting/interim basis, please check the appropriate line and explain in the "Remarks" section.
- ⇒ If the employee is leaving another university position, please complete the former position information in the appropriate boxes. Information can be obtained from the employee's current department

## REMARKS:

Please make liberal use of this section. Provide additional information as appropriate.

## AUTHORIZING SIGNATURES:

- ⇒ The Signature Boxes are numbered to indicate the required signing & routing sequence.
- ⇒ Each office is responsible for forwarding the form to the next office.

Please make a copy of the Appointment form. A Staff Transaction form (with the employee's current status and job information) will be sent to you once the appointment information is entered to the computer system.