

INSTRUCTIONS

List the name of the individual responsible for the completion of this form and his/her campus phone number.

Section I

List name **exactly** as it appears on employee's Social Security card.

List the PO Box at which the employee is to receive mail.

Section II

Indicate as clearly as possible the purpose of the appointment.

Employees will be paid **through** the last date listed.

Section III

Please list all sources of pay.

Check all salary sources to verify the account number and position number and that sufficient funds are available to encumber for the appointment.

The delete section is to be used for reappointments only when you want to stop an assignment currently in the personnel/payroll system the day prior to the beginning date of this appointment.

Section IV

Check the appropriate title in the correct column.

Section V

Please make sure all authorized signatures have been obtained before forwarding to the Academic Personnel Office or Processing and Records.