

ASSIGNMENT COSTING

SOUTHERN ILLINOIS UNIVERSITY

Name: Last _____ First _____ Middle _____ Employee ID _____ Department (Organization) _____ Preparer Mailcode _____

CATEGORY: Faculty or Administrative/Professional Civil Service Graduate Assistant

CREATE/CHANGE COSTING

To designate initial costing for an appointment, complete the "TO" section. To change existing costing, complete both the "FROM" and "TO" sections.

Effective Dates: Beginning Date _____ Ending Date _____

FROM (Total of account proportions must equal 100)

Position ID _____

AIS Budget Description	AIS Proportions	AIS Fund	AIS Unit	AIS Budget Purpose	AIS Dept Activity 1	AIS Dept Activity 2	AIS Function	AIS Natural Account

TO (Total of account proportions must equal 100)

Position ID _____

AIS Budget Description	AIS Proportions	AIS Fund	AIS Unit	AIS Budget Purpose	AIS Dept Activity 1	AIS Dept Activity 2	AIS Function	AIS Natural Account

Position ID _____ **OVERTIME ACCOUNT**

Add to Overtime Account Effective Date _____ Remove from Overtime Account Effective Date _____

AIS Budget Description	AIS Proportions	AIS Fund	AIS Unit	AIS Budget Purpose	AIS Dept Activity 1	AIS Dept Activity 2	AIS Function	AIS Natural Account

ADMINISTRATIVE APPROVALS (As required by campus)

Recommendation: I certify that the appointee meets the position requirements and recommend this appointment.

Chair/Fiscal Officer _____ Date _____ Dean/Director _____ Date _____ Vice Chancellor/Provost _____ Date _____

Other Administrative Approval _____ Date _____ Other Administrative approval _____ Date _____ Other administrative approval _____ Date _____

Chancellor _____ Date _____ President _____ Date _____