Carbondale Campus End User Instructions
FORM – Notice of Faculty or Administrative/Professional Staff Appointment

Use: To appoint an individual to a faculty or administrative/professional staff position. Human Resources will use information on this form to enter a new employee in the AIS Human Resource Management System (HRMS) or to reappoint an individual whose appointment has ended.

Access: Obtain necessary form(s). Electronic forms are available through the eforms website *eforms* (http://eforms.siu.edu/siuforms/info/hro3000.html)

Instructions: Complete the form using the following instructions.

General Information Section:

Type of Hire Mark whether the appointee is a new hire or a reappointment.

Is the appointee receiving retirement benefits from any State of IL Retirement System? Check yes if the appointee is receiving retirement benefits from any State of Illinois Retirement System.

Name Last, first and middle name of the appointee.

Social Security Number or Employee ID For new hires, provide the appointee's social security number. For reappointments, provide the appointee's employee ID.

Effective Date(s) Mark whether the appointee will work on an academic year basis or a fiscal year basis and the academic term or date(s) the appointee will begin and/or end working in the position. (Date format DD Mmm YYYY)

Mailcode Mailcode where the appointee should receive campus mail.

Campus Phone Campus phone number of the appointee.

Appointment Information Section: There is space on the form to appoint the individual to two paid positions.

Fund	For use in funding summer academic appointments only. Select appropriate fund source for summer appointment. • 9110/9120 Teaching/Teaching Support • 7000 Non Teaching • 9170 Summer Research School of Law
Position ID	The unique AIS HRMS identifier for the position(s) to which the individual is being appointed. Position ID 1 should be the appointee's primary assignment. Position ID 2 should be the appointee's secondary assignment. For a new position, leave Position ID blank. The number will be assigned based on the *Request to Create/Fill a Position.*
Employment Category	Mark whether the position is faculty or administrative/professional.
Rank or Title (Job)	The faculty rank or administrative title of the position to which the individual will be appointed.
Department (Organization)	Name of the department where the appointee will be employed.
Building (Location)	Building of the appointee's office or workspace.
Room	Room number of the appointee's office or workspace.
Included in IEA Faculty Bargaining Unit	Mark whether the position is covered by the IEA faculty collective bargaining agreement.
Appointment Type	Mark whether the appointment is continuing or term. See * on form for explanations.
Percentage of Time (FTE)	Percentage of time the appointee is to work per week.
Full-time Equivalent Monthly Salary	Full-time monthly equivalent of the appointee's salary. HRMS will calculate the actual rate by multiplying the full-time equivalent salary by the FTE.
Non-paid Position ID	The unique AIS HRMS identifier for the non-paid position(s) to which the individual is being appointed.
Special Notes	There is space on the form to appoint the individual to two non-paid positions.

Rank or Title (Job)   The faculty rank or administrative title of the non-paid position to which the individual will be appointed.

Department (Organization)
                          Name of the department where the appointee will hold a non-paid position.

Appointment Type   Mark whether the appointment is continuing or term. See * on form for explanations.

Position ID   Enter as a 1 and/or 2.

AIS Budget Description AIS budget description.

AIS Proportions   Percent of the specified individual's salary to be paid from each AIS account listed. The total of account proportions must equal 100.

AIS Fund   AIS fund to be charged.

AIS Unit   AIS unit to be charged.

AIS Budget Purpose   AIS budget purpose to be charged.

AIS Department Activity 1
                          Optional, the AIS department activity 1 to be charged. If no value is provided, the default value of '00000' will be assigned.

AIS Department Activity 2
                          Optional, the AIS department activity 2 to be charged. If no value is provided, the default value of '00000' will be assigned.

AIS Function   AIS function to be charged.

AIS Natural Account   AIS natural account to be charged. Choose either:
- 50000 (an account with a line item expenditure budget)
- 60000 (an account with a pooled expenditure budget)

Tenure Data Section (Required for Initial Appointment Only):

Tenured or Tenure-track
                          If applicable, indicate whether the appointee is tenured or in a tenure-track position.

Tenure Rank   If the appointee is tenured or in a tenure-track position, the tenure rank.

Tenure Unit   If the appointee is tenured or tenure track, the unit where tenure is (will be) held.

Name   Leave blank. This will be filled in with the information provided on Page 1.

Social Security Number or Employee ID

        Leave blank. This will be filled in with the information provided on Page 1.

Special Conditions of Employment

        Any special conditions that apply to this appointment.

Appointee's Signature   Signature of the appointee and date signed.

Administrative Approvals Section:

Chair/Fiscal Officer   Signature of Chair/Fiscal officer and date signed.

Dean/Director   Signature of Dean/Director and date signed.

Vice Chancellor/Provost

        Signature of Vice Chancellor/Provost and date signed.

Other Administrative Approval

        Signature of any other administrator whose approval is required and date signed.

Chancellor   Signature of Chancellor and date signed.

President   Signature of President and date signed.

Date Ratified   Leave blank. Human Resources will enter this date if ratification by the Board of Trustees is required.

<u>Special Notes:</u>   New positions require completion of a *Request to Create/Fill a Position*.

      All dollar amounts should be entered without the currency ($) and three-digit grouping (,) symbols. These symbols will be inserted when you exit the field.

      There is space on the form to appoint an individual to two paid positions and two non paid positions. No individual can be appointed more than 100% time. Position ID 1 should be the appointee's primary assignment. Any given position can be paid from multiple sources.

      The form should specify only the full-time monthly equivalent of the salary for the position and the percentage of time for the appointment. For part-

time appointments HRMS calculates the actual monthly salary based on these two figures. The system also calculates the distribution of charges to accounts.

Signature requirements vary from responsibility area to responsibility area. Consult with your responsibility area head to determine signature requirements.

The hiring unit should maintain a copy of the completed *Notice of Faculty or Administrative/Professional Staff Appointment.* After all signatures have been obtained, Human Resources will forward a copy of the form to the appointee as official notification of his/her appointment to the position and of the terms and conditions of that appointment. Human Resources will also return a copy of the form to the appropriate vice chancellor for further distribution.

Routing: Print this form, acquire the appropriate signatures, and mail it to: Human Resources, MC 6520.