


## Carbondale Campus End User Instructions FORM – Notice of Undergraduate Assistant Appointment

**Use:** To appoint an individual as an housing resident assistant. Human Resources will use information on this form to enter a new housing resident assistant in the AIS Human Resource Management System (HRMS) or to reappoint an housing resident assistant whose appointment

**Access:** Obtain necessary form(s). Electronic forms are available through the eforms website  <http://eforms.siu.edu/siuforms/info/hro7001.html> has ended.

**Instructions:** Complete the form using the following instructions. Unless noted, all fields are **REQUIRED**.

### General Information Section:

<i>Type of Hire</i>	Select whether the housing resident assistant is a new appointment or a reappointment.
<i>Name</i>	Last, first and middle name of the housing resident assistant.
<i>Social Security Number</i>	The housing resident assistant's social security number.
<i>Mailcode (campus correspondence will be mailed to this address)</i>	Mailcode where the housing resident assistant should receive campus mail.
<i>Campus Phone</i>	Campus phone number of the housing resident assistant.

Effective Date(s) Section:

*FALL SEMESTER*

Year

*Beginning Date*

If appointment is not for the entire semester, enter the date the housing resident assistant will begin working in the position for the Fall Semester (Date format DD Mmm YYYY). The initial beginning date for a student who was not attending the previous semester must be no earlier than the first enrollment date for the semester.

*Ending Date*

If the ending date is prior to the end of the semester, enter the date the housing resident assistant will stop working in the position for the Fall Semester (Date format DD Mmm YYYY). Positions requested for one semester only must have an ending date no later than the last enrollment date for the semester.

*SPRING SEMESTER*

Year

*Beginning Date*

If appointment is not for the entire semester, enter the date the housing resident assistant will begin working in the position for the Spring Semester (Date format DD Mmm YYYY). The initial beginning date for a student who was not attending the previous semester must be no earlier than the first enrollment date for the semester.

*Ending Date*

If the ending date is prior to the end of the semester, enter the date the housing resident assistant will stop working in the position for the Spring Semester (Date format DD Mmm YYYY). Positions requested for one semester only must have an ending date no later than the last enrollment date for the semester.

*SUMMER SEMESTER*

Year

*Beginning Date*

If appointment is not for the entire semester, enter the date the housing resident assistant will begin working in the position for the Spring Semester (Date format DD Mmm YYYY). The initial beginning date for a student who was not attending the previous semester must be no earlier than the first enrollment date for the semester.

*Ending Date*

If the ending date is prior to the end of the semester, enter the date the housing resident assistant will stop working in the position for the Spring Semester (Date format DD Mmm YYYY). Positions requested for one

semester only must have an ending date no later than the last enrollment date for the semester.

Appointment Information Section:

<i>Position Title</i>	Housing Resident Assistant
<i>Position Number</i>	The unique AIS HRMS identifier for the assistantship(s) held by the student.
<i>Department (Organization)</i>	University Housing
<i>Building (Location)</i>	Building location of the housing resident assistant's office or workspace.
<i>Room</i>	Room number of the housing resident assistant's office or workspace.
<i>Percentage of Time (FTE)</i>	37.5%
<i>Full-time Equivalent Monthly Salary</i>	Full-time monthly equivalent of the housing resident assistant's salary. HRMS will calculate the actual rate by multiplying the full-time equivalent salary by the FTE. SIU's payroll will calculate the actual salary by multiplying the full time equivalent salary by the percentage of time.

Assignment Costing Section:

<i>AIS Budget Purpose Description</i>	The AIS budget purpose description of the Accounting Flexfield (AFF).
<i>AIS Proportions</i>	Percent of the <i>housing resident's</i> salary to be paid by the AIS account listed. The total of account proportions must equal 100.
<i>AIS Fund</i>	2100201
<i>AIS Unit</i>	22501
<i>AIS Budget Purpose</i>	210203
<i>AIS Dept Activity 1</i>	Optional, the AIS department activity 1 value of the AFF. If no value is provided, the default value of '00000' will be assigned.
<i>AIS Dept Activity 2</i>	29601

*AIS Function* 30

*AIS Natural Account* 50000

*Name* Last, first and middle name of the housing resident assistant. This field will populate from page one. Leave blank.

*Social Security Number* The housing resident assistant's social security number. This field will populate from page one. Leave blank.

## Terms and Conditions Section:

*Signature of Student* Signature of Housing Resident Assistant and date signed.

## Administrative Approvals Section:

*Signature of Coordinator of Residence Life*  
Signature of Coordinator of Residence Life and date signed.

*Signature of Fiscal Officer*  
Signature of Fiscal Officer and date signed.

*Signature of Associate Director of Housing*  
Signature of Associate Director of Housing and date signed.

*Signature of Director of Housing*  
Signature of Director of Housing and date signed.

**Special Notes:**

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

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.

The costing for an assignment may be distributed between more than one account.

Fund, unit, budget purpose, department activity 1, function and natural account are all segments of the AIS accounting flexfield and are already

on the form. Department activity 2 is the only segment that is optional. If no value is provided, the default value of '00000' will be assigned. The values for the object, SOF (source of funds), FFY (funding fiscal year), institutional activity and future use will either be assigned by Human Resources or generated during the payroll processes.

**Routing:**

Print this form, acquire the signatures of the student, coordinator of residence life, fiscal officer, associate director of housing and director of housing , and mail to: Human Resources MC 6520.