

## Carbondale Campus End User Instructions FORM – Notice of Governmental Internship Appointment

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

**Access:** Obtain necessary form(s). Electronic forms are available through the eforms website **eforms** <http://eforms.siu.edu/siuforms/info/hro7002.html>

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

### General Information Section (page 1):

*Type of Hire* Select whether the governmental intern is a new appointment or a reappointment.

*Name* Last, first and middle name of the governmental intern.

*Social Security Number* The governmental intern's Social Security number.

*Mail Code (campus correspondence will be mailed to this address)*  
Mail code where the governmental intern should receive campus mail.

*Campus Phone* Campus phone number where a message can be left for the governmental intern.

### Effective Date(s) Section:

*Beginning Date* Enter the date the governmental intern will begin working in the position (Date format DD Mmm YYYY). The initial beginning date for a student not enrolled the previous semester must be no earlier than the first enrollment date for the semester.

*Ending Date* Enter the date the governmental intern will stop working in the position (Date format DD Mmm YYYY).

### Appointment Information Section:

*Position Title* Title of the position that will be held by the governmental intern (Governmental Intern-Legislative or Governmental Intern-Code).

*Position Number* The unique AIS HRMS identifier for the internship held by the student.

*Department (Organization)*

Name of the SIU department by which the governmental intern will be employed.

*Building (Location)*

Building location of the SIU department by which the governmental intern will be employed.

*Percentage of Time (FTE)*

Percentage of time represents the percentage of a full-time (100%) appointment. Mark the Full Time Equivalent (FTE) hours that the governmental intern will work each week.

Select one of the following:

- 37.5%
- 50%

*Full-time Equivalent Monthly Salary*

Full-time monthly equivalent of the governmental intern'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:

*AIS Budget Description*

The AIS budget purpose description of the Accounting Flexfield (AFF).

*AIS Percentage*

Percent of the employee's salary to be paid by the AIS account listed. The total of account proportions must equal 100.

*AIS Fund*

The AIS fund value of the AFF.

*AIS Unit*

The AIS unit value of the AFF.

*AIS Budget Purpose*

The AIS budget purpose value of the AFF.

*AIS Dept Activity 1*

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

*AIS Dept Activity 2*

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

*AIS Function*

The AIS function value of the AFF.

*AIS Natural Account*

Select the appropriate AIS natural account value of the AFF from the drop down list.

- 50000 (an account with a line item expenditure budget)
- 60000 (an account with a pooled expenditure budget)



# Notice of Vince Demuzio Governmental Internship Appointment Form

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

*Social Security Number* The governmental intern's Social Security number. This field will populate from page one. Leave blank.

## Terms and Conditions Section:

*Signature of Student* Signature of governmental intern and date signed.

## Administrative Approval Section:

*Signature of Fiscal Officer* Signature of Fiscal Officer 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, department activity 2, function and natural account are all segments of the AIS accounting Flexfield. HRMS does not automatically generate these segments based on the budget purpose. The preparer must supply all of the required segments. Department activity 1 and department activity 2 are the only two segments that are 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 and fiscal officer, and mail to: Human Resources, Woody Hall 1st Floor, 900 S. Normal Ave, Mail Code 6520.