

# 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		