



Carbondale Campus End User Instructions
FORM – Notice of Civil Service Appointment

Use: To appoint an individual to any civil service position except extra help. Human Resources will use information on this form to enter a new employee in the AIS Human Resource Management System (HRMS) or to place an individual in a different position.

Access: Human Resources will email the hiring department a partially completed *Notice of Civil Service Appointment* form when referring candidates to interview for an open position.

Obtain necessary form(s). Electronic forms are available through the eforms website *eforms* (<http://eforms.siu.edu/siuforms/info/hro5000.html>)

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

General Information Section:

Type of Hire Indicate whether the individual being selected is. This information is to be entered by the hiring unit.

- a new hire
- an internal hire
- a rehire
- a re-employment
- other

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 individual being appointed.

Social Security Number or Employee ID
For a new employee, his/her social security number. If the individual is a current SIU employee, use the employee ID rather than the social security number. This information is to be entered by the hiring unit.

Effective Date(s)



Beginning Date Date the appointee will begin working in the position. This information is to be entered by the hiring unit. (Date format DD Mmm YYYY)

Ending Date(if applicable) Ending date of a temporary appointment. This information is to be entered by the hiring unit. Ending date is not applicable to any other appointment type. (Date format DD Mmm YYYY)

Appointment Information Section:

Mailcode Mailcode where the appointee should receive campus mail. This information is to be entered by the hiring unit.

Campus Phone Campus phone number of the appointee. This information is to be entered by the hiring unit.

Position ID The unique AIS HRMS identifier for the position being filled. Human Resources will enter this information based on the *Request to Create/Fill a Position*.

Classification (Job) Civil service classification of the position to which the individual will be appointed. Human Resources will enter this information based on the *Request to Create/Fill a Position*.

Department (Organization) Name of the department where the appointee will be employed. This information is to be entered by the hiring unit.

Building (Location) Building of the appointee's office or workspace.

Room Room number of the appointee's office or workspace.

Appointment Type Civil service appointment type of the position. Human Resources will enter this information based on the Request to Create/Fill a Position.

- Permanent and continuous
- Trainee
- Learner
- Contract
- Temporary
- Apprentice
- Other

Name of Supervisor Name of the person who will directly supervise the appointee. This information is to be entered by the hiring unit.



Union Name, Local No., and Bargaining Unit

Union affiliation of the position, based on the classification of the position. Human Resources will enter this information.

Salary Basis

Salary basis for the position, based on the *Request to Create/Fill a Position* and/or the classification of the position. Human Resources will enter this information.

- Monthly exempt
- Monthly nonexempt
- Fiscal standard rate (37.5 hr/wk)
- Fiscal forty rate (40 hr/wk)
- Fiscal prevailing rate
- 8 month flex year (8/16-12/15 and 1/16-5/15)
- 9 month flex year (8/16-5/15)
- 10 month flex year (8/1-5/31)

Percentage of Time (FTE)

Percent of time the appointee is to work per week. Human Resources will enter this information based on the *Request to Create/Fill a Civil Service Position*.

Full-time Equivalent Monthly Salary or Hourly Rate

Indicate the full-time monthly equivalent of the appointee's salary or the appointee's hourly rate of pay. Mark whether the figure is a monthly or hourly rate. HRMS will calculate the actual rate by multiplying the full-time equivalent salary by the FTE. The hiring unit will enter this information after consulting with Human Resources.

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)

FLSA

Indicate whether the position is exempt or nonexempt, based on the job duties of the position. Human Resources will enter this information.

Probationary Period

Mark whether the length of the probationary period to be served by the appointee, as specified by the State Universities Civil Service System, is six months or twelve months. Human Resources will enter this information.

NPRE

Indicate whether the classification of the position is:

- Range
- Negotiated
- Prevailing
- Established

Human Resources will enter this information.

Other Terms and Conditions of Employment Section:

Any special terms and conditions of employment, based on the Request to Create/Fill a Position and/or the classification of the position. Human Resources will enter this information.

Rate includes uniform allowance

Indicate whether the rate includes a uniform allowance and if yes, the amount of the uniform allowance.

Residency required for the convenience of the university

Indicate whether the individual is required to reside at the work site for the convenience of the University.

Rate includes shift differential

Indicate whether the rate includes a shift differential and if yes, the amount or percent of the differential.

Other(specify below)

Any other terms or conditions that apply to this appointment.

Appointee's Signature

Signature of the individual being appointed to the position and date signed. (Date Format DD Mmm YYYY) The hiring unit will obtain the signature.

Administrative Approvals Section:

Chair/Fiscal Officer

Signature of Chair/Fiscal Officer and date signed.



Special Notes:

This form will be initiated by Human Resources, at the time that candidates are referred to the department for interviews. Human Resources will complete parts of the form and forward it to the hiring unit as an email attachment. The hiring unit will complete the remainder of the form, print it, and forward it through channels for administrative approval.

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

For a semi-monthly paid employee, 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 salary based on these two figures. The system also calculates the distribution of charges to accounts.

The hiring unit should maintain a copy of the completed *Notice of Civil Service Appointment* form for its records. 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.

Routing:

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