

NEW APPOINTMENTS:

- *Notice of Faculty or A/P Staff Appointment form with funding identified in the costing section
 - Make sure there are no conflicting appointments.
 - Identify Position ID if replacement. Leave Position ID blank if new position.
 - Provide Funds Allocation Request form if state dollars are needed.
 - For auditing purposes, employee signature date must not be dated prior to hiring approval date.
 - If A/P less than 100%, include the following statement on page two: "The employee and the University acknowledge that the employee will not work more than 40 hours in any one workweek." Minimum actual salary must equal \$1,972/month or greater. (Due to FSLA changes in May 2005)
 - Foreign nationals hired on continuing appointments must have appropriate work authorization such as F-1 with practical training, J-1, or H-1B **AND** the corresponding contingency statement on the Notice of Appointment form as outlined in the *Employee Handbook*. (See Jan Taylor at International Tax Office if questions arise regarding F-1s or J-1s. See Elizabeth Porter at the Assoc. Provost Office for Acad. Admin. if questions arise regarding H-1Bs.)
- *Copy of Offer Letter – new tenured/tenure-track positions ONLY
- *Personal and Professional Data form (P & P) (original and one copy)
 - For foreign national hires, make sure VISA type, work authorization number, and expiration date are reflected.
 - *Resume (only needed if P & P says "see attached resume")
- *Employee W-4 Tax Withholding Allowance Certificate
 - Note: Since a valid address is required to input assignment into HRMS, HRDC cannot input the assignment without this form.
- Electronic Direct Deposit (EDD) Authorization Form or EDD Refusal Form
- Statement Concerning Your Employment in a Job Not Covered by Social Security (Form SSA-1945)
- I9 form
- *Oral English Proficiency form (if teaching)
- *Official Transcripts of Highest Degree Earned/Required for the Position
 - Notes: Make sure official transcript shows the degree and date awarded.
 - "Issued to Student" transcripts are acceptable as long as it is official.
 - If the degree is from a foreign university that does not produce transcripts, then a copy of the diploma is acceptable only if the department signs and dates the copy verifying that it is a copy of the original.
 - If the degree is not yet posted, then an original memo on letterhead from the Grad School, Registrar, or Provost is acceptable (a memo from the Department Grad Program/Studies is not acceptable.)
 - If ABD verification is required, an original memo on letterhead from the Committee Chair is acceptable.
 - If hire is contingent upon degree completion, contingency statement is needed. See Employee Handbook.
 - Faxed copies of memos are acceptable, but originals should still follow in the mail.
- *Hiring Approval (One of the forms below is required for all new hires):
 - Copy of the approved Hiring Audit Form Section II **and** a copy of the approved Position Description and/or Position Announcement
 - Copy of the Approved Search Waiver

***Cannot be processed by the Office of the Provost without these items.**

REAPPOINTMENTS:

- Notice of Faculty or A/P Staff Appointment form with account information provided in the costing section. If reappointment at same rank/ title, then same id # is used. If there is a change in title, then a new sequence # should be used. For example, Lecturer to Senior Lecturer, C.FA.XXX.000 to C.FA.XXX.001.)
 - Note:** Hiring permission is required for retired faculty returning to teach or to conduct research on a grant. If returning to perform other duties, Presidential approval of the hiring request is required. Contact Provost's Office for further information.

0%/\$0 ADJUNCT/VISITING APPOINTMENTS:

- Notice of Faculty or A/P Staff Appointment form with account information provided in the costing section
- P & P Data Sheet
- Faculty/Staff/Graduate Assistant/Retiree Change of Address Form
 - Note: Since a valid address is required to input assignment into HRMS, HRDC cannot input the assignment without this form.
- Oral English Form (if teaching)
- Hiring approval required for Visiting \$0/0% only
- 0%/\$0 appointments must be on a term basis only
- Appropriate work authorization