



Human Resources
Temporary Employment Appointment Form
Instructions

Deadlines for completed original to HR:

Monthly Paid Employees: AS SOON AS POSSIBLE, but no later than employee's start date or 10th of the month, whichever occurs first.

Biweekly Paid Employees: AS SOON AS POSSIBLE, but no later than employee's start date.

Purpose:

Appoint a new Temporary employee (classified, professional, faculty, graduate assistant)

Practice Implications:

Maximum Term for Classified Staff is 6 Months

Maximum Term for Professional Staff is 12 Months

Form Sections

START Date

END Date

Biweekly - Classified Employees

Monthly - Faculty or Professional Employees

Personal Data:

Last Name

Suffix - Sr., Jr., II, III, etc. First Name

Middle Initial

PeopleSoft Employee ID #: Assigned by PeopleSoft.

Any employee can retrieve their own by following this path:

Employee Self-Service > View Checks and History > View Paychecks >

The Employee ID# is listed directly under the Employee's Name

Job Information:

Department: Department code

Supervisor Name/ID: The name (or PeopleSoft ID) of the employee's supervisor.

Full-Time: 40 hours per week.

Part-Time: Fill in the # of hours the employee is expected to work each week.

Job Title:

Job Code: PeopleSoft Job Codes; see web links

Employee Class: PeopleSoft provided codes.

1 - Professional

4 - Non-Student

7 - Faculty AY

2 - Classified

5 - Graduate Assistant

8 - Faculty Law

3 - Student

6 - Faculty FY

Description of Work:

Special Work assignments, conditions, or physical requirements:

Dates of Service:

Campus Address: Address where campus mailings should be sent. Campus Phone:

Bi-Weekly Employees: complete this section for Bi-Weekly paid employees ONLY

START Date:

END date:

HOURLY Rate

Monthly Employees: complete this section for Monthly paid employees ONLY

PAYMENT START Date:

PAYMENT END date:

MONTHLY Rate

of Installments

TOTAL Pay

Earnings Distribution:

Earnings Code: this field will be completed by Payroll

Start Date

End Date

10-Digit Payroll Code

Distribution Percent*

*Amounts may be expressed to three decimal places.