## Appointment Data Collection Form

Employee Name: Unit:														
1. Employee Category (Check One)														
Regular w/ Bi-Weekly SalaryNon-Exempt, 20Exempt 33FacultyTenured, 01Tenure Track, 02Continuing, 15Faculty NT Term, 03		ry Nor - - - - - - - - - - - - -	on-Reg w/Bi-Weekly Salary Non-Exempt C2, 22 Exempt C2, 35 Faculty Contractual, 25 Faculty NT NR Term, 37 Graduate Assistant, 04 Fellow, 05											
				2. Арр	ointme	ent/ Sa	lary Inform	ation						
Position Number (if applicable): Title:														
Appointment Action (reason for appointment):														
Payment Method (circle one): 12/12 9.5/9.5 9.5/12 Summer Pay Summer Res Summer Schl Winterterm Hourly Other:														
FICA: F1 and J1 Visas FICA Taxable Fed Retire/Medicare Portion Fellowships Student Upward Bound Students Other														
					e r'ortic		enowships ou		l Opwa					
		Appointmen Start Date	nt Appointme End Date				Retirement Plan	Time Entry	Base Salary (if appropriate)		Salary Additions			
			End Date					Unit/ Work Group		ropriatey	Туре	Effective Dates	Amount	
3. Funding Source Information 4. Time Entry Information														
Base Salary/Salary Addition		Account Number	% Pay/ Bi- Weekly Amount	Eff Date	Exp Date	Item #	Non-Exempt: Web Time OR Card SwipeExempt (circle Duty Days):Shift Diff: Yes OR NoWk 1: S M T W Th F SShift Diff Hours: Wk1Wk 2:Wk 2: S M T W Th F S							
			%				Meal Break (in minutes): 0 15 30 45 60							
			%				_							
			%											
5. Security Access Information								6. Supervisor of Work Group Information						
Eff. Date Exp. Date		Unit		Security Group		Module		Eff. Date Work C		Work Gr	Broup Unit Work Gr		oup	