

Earth System Science Interdisciplinary Center

APPOINTMENT/PAYROLL ACTION FORM

Requested by:

Date requested:

NAME: E-MAIL: UID:

NEW APPOINTMENT

CHANGE OF APPOINTMENT

Appointment category

- Faculty tenured (ARS)
- Faculty n-t, cont (ARS) -15
- Faculty n-t, term, Non-Reg (ARS-no benefits) 37
- Exempt - REG (ARS)
- Exempt - CCI (ARS)
- Exempt - CCII
- Non-exempt REG
- Non-exempt CCI
- Non-exempt CCII
- Grad student step I
- Grad student step II
- Grad student step III: adv to candidacy from GS

Citizenship/Visa

- CB: US CITIZEN: See I-9
- J1 : MUST PROVIDE DS-2019
- H1: MUST PROVIDE I-797
- F1: STUDENT/OPT - **Must provide I-20**
- PR: ALIEN #: A _____ Copy Greencard

- Change of FRS Account #
- Payroll transfer
Details:
- Change of appointment
Explanation:
- Termination
Effective date:
Explanation:

NOTES:

Title:

FTE Salary:

FTE %:

Base Annual (100%):

Hourly rate:

FUNDING

Current				Future			
FRS #:	%	Start Date	End date	FRS #:	%	Start Date	End date

Authorized by (Print):

Authorizing Signature:

Date:

EBO USE ONLY

Account Manager Approval <input checked="" type="checkbox"/>	ARS release <input type="checkbox"/>	PHR Release <input type="checkbox"/>	PHR/BA3 approved <input type="checkbox"/>
Date: Initials:	Date: Initials:	Date: Initials:	Date: Initials: