Appointment Data Collection Form

Employee Name:	**Unit:**

1. Employee Category (Check One)

Regular w/ Bi-Weekly Salary	**Non-Reg w/Bi-Weekly Salary**	**Hourly/Non-Std Payment**	**Miscellaneous**
❑ Non-Exempt, 20	❑ Non-Exempt C2, 22	❑ Student UG, 14	❑ Non Paid
❑ Exempt 33	❑ Exempt C2, 35	❑ Student Grad, 16	❑ Non Resident Alien Independent Contractor
Faculty	❑ Faculty Contractual, 25	❑ Non-Exempt C1, 31	
❑ Tenured, 01	❑ Faculty NT NR Term, 37	❑ Exempt C1, 34	
❑ Tenure Track, 02	❑ Graduate Assistant, 04	❑ Faculty Hourly, 36	
❑ Continuing, 15	❑ Fellow, 05	❑ Terp Non-Exempt, 17	
❑ Faculty NT Term, 03	❑ Trainee, 19	❑ Terp Exempt, 17	

2. Appointment/ Salary Information

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

Appointment FTE %	**Hourly Rate** *(if appropriate)*	**Appointment Start Date**	**Appointment End Date**	**Annual Accrual Rate or C2 Accrual**	**Retirement Plan**	**Time Entry Unit/ Work Group**	**Base Salary** *(if appropriate)*	**Salary Additions**		
								Type	**Effective Dates**	**Amount**

3. Funding Source Information

Base Salary/Salary Addition	**Account Number**	**% Pay/ Bi-Weekly Amount**	**Eff Date**	**Exp Date**	**Item #**
		%			
		%			
		%			

4. Time Entry Information

Non-Exempt: Web Time *OR* Card Swipe
Shift Diff: Yes *OR* No
Shift Diff Hours: Wk1__Wk 2:
Meal Break (in minutes): 0 15 30 45 60

Exempt (circle Duty Days):
Wk 1: S M T W Th F S
Wk 2: S M T W Th F S

5. Security Access Information

Eff. Date	**Exp. Date**	**Unit**	**Security Group**	**Module**

6. Supervisor of Work Group Information

Eff. Date	**Work Group Unit**	**Work Group**