

Guidelines for Completing: University Assistant Appointment Form

I. Purpose of the form

- A. Tool to be used between hiring department and HR
- B. Tool to obtain essential University Assistant Position information to generate hire
- C. Tool to obtain essential information that will enable CORE-CT to generate an employee number

II. Employees/Departments that will use the form

- A. Hiring Department, Department Secretary/Admin, Chairperson/Department Head, Dean/Admin Officer, SPAR, Vice President, HR Designee, Finance Designee

CANDIDATE INFORMATION:

NAME

DEF: The title, last name, first name and middle initial of the candidate.

SOURCE: The name should be written as it would appear on their Social Security Card.

ADDRESS

DEF: The permanent residence of candidate, including street, city, state and zip code. It should not be a Post Office Box number. All mail will be sent to this address unless noted otherwise on another paper.

SOURCE: The address should be written as it would appear on the candidate's application or their driver's license/state ID.

HOME PHONE#

DEF: The permanent phone number where the candidate can be reached.

SOURCE: Candidate's application.

ALTERNATE PHONE#

DEF: Any other phone number (i.e. cell, business, other) that can be used to contact the candidate when they are not accessible by home phone.

SOURCE: Candidate's application.

QUESTION – Does the proposed UA currently work at SCSU?

DEF: By responding to this question it allows HR to determine if any dual employment paperwork is needed from their permanent primary department. It also identifies if they are eligible to have dual employment. See UA Guidelines for allowable dual employment.

SOURCE: Hiring department should question candidate or contact HR when completing UA Appointment Form

INSERT: Check Yes or No

QUESTION – Does the proposed UA currently work for another state agency?

DEF: By responding to this question it allows HR to determine if any dual employment paperwork is needed from their primary agency and permanent department. It also identifies if they are eligible to have dual employment. See UA Guidelines for allowable dual employment.

SOURCE: Hiring department should question candidate or contact HR when completing UA Appointment Form

INSERT: Check Yes or No

STATEMENT – This UA Appointment Form for this Candidate is a (Check One)

DEF: Checking here allows hiring department, Budget and HR to identify how the perspective employee should be processed. It will indicate to HR if the candidate will need to complete any paperwork.

New Hire - Any new employee that has not previously worked for SCSU. **Or** any employee returning to SCSU after a break in service from SCSU that was one (1) year or more.

Re-Appointment – Any employee that has worked for SCSU with less than one (1) year break in service and is returning to work at SCSU or is continuing their current assignment as a UA.

Budget Change – This does not indicate change in position salary or rate per hour. This Indicates that the change being made to the position is in the hours per week or there is a change in funding, org# or program # from which the UA is being paid.

Revised – This indicates that one appointment form was sent thru the process but due to errors on the form several corrections needed to be made to the position information or candidate information.

Termination – This indicates that the employee’s end date has been changed to a sooner date than previously expected. UA Appointment Forms need to be done for any terminations that are earlier than anticipated from their original period of appointment. **NOTE:** When completing the form for termination or terminating a UA you must arrange a time for the UA to go to Human Resources for an exit interview.

Hourly Rate Adjustment - This indicates that the employee’s hourly pay has been increased or decreased. The increase or decrease must be justified on the second page of the Appointment Form in the section marked Position Justification, Specific Duties, and Qualifications, Experience, Requirements.

SOURCE: The hiring department should obtain this information by communicating with the candidate and Human Resources to determine the status.

INSERT: Check only the one response that applies.

POSITION INFORMATION:

DEPARTMENT

DEF: The location of the position.

SOURCE: The department in which the employee is entering should communicate this detail

INSERT: Title of department.

WORK LOCATION

DEF: This should indicate specifically where the employee will be working within the department including the Office/Building and room number.

SOURCE: The department in which the employee is entering should communicate this detail

INSERT: Office/Building title and room number

DEPARTMENT CONTACT

DEF: The faculty/staff completing the University Appointment Form should be the department contact. This person will serve as the direct contact for all questions that may arise during the process of this completed appointment form. If they can not provide details on information they entered onto the form, then they should list the next appropriate professional to be contacted and their SCSU phone extension.

SOURCE: The department/person who initiates this document.

INSERT: Print First Name, Last Name and campus phone extension

SUPERVISOR

DEF: The supervisor is the direct responsibility for the University Assistant and most often the person who will sign the UA's Time Sheet.

SOURCE: The department/person who initiates this document.

INSERT: Print First Name, Last Name and campus phone extension

PERIOD OF APPOINTMENT

DEF: The length of time that defines how long the employee will be working, including the day that they are expected to start and the day they are expected to end.

PLEASE NOTE: The start day should always be the beginning of a pay period regardless of the day the employee may be eligible to begin working. The end date should not exceed June 30th or the end of the Fiscal Year.

SOURCE: The department/person who initiates this document.

INSERT: Start date and End Date

WORK WEEK SCHEDULE

DEF: Denotes the days and hours of the week that the employee will be working.

PLEASE NOTE: These days and hours should not exceed 19 hours per week in total (See University Assistant Process).

SOURCE: The department/person who initiates this document.

INSERT: Example: M/W/F 8:00 a.m. – 12:00 p.m.

SALARY FOR CURRENT FISCAL YEAR

DEF: This defines what the employee will receive for pay during their period of appointment. It should include their hourly rate (See Wage Guidelines), hours per week (not to exceed 19) and number of weeks they will be working based on their period of appointment. This will calculate into the Annual Salary and serves as a tool for the department and budget to monitor their UA expenses.

SOURCE: Wage Guidelines

INSERT: Rate per hour, Hours per week, Number of weeks

BUDGET INFORMATION

DEF: (F.O.A.P.) This provides the coding for how the position will be funded/budgeted by the hiring department. It also provides Finance and HR with necessary coding to enter the employee in the computer system.

Fund - Coding that signifies the employee's function and budget type in the department (i.e. working

under a grant, auxiliary, etc.)

Org# - Organizational number. Code originating from the Banner Computer System that indicates from what department the UA funds will be withdrawn.

Account – UAs are under one University Account #612230 and therefore this will remain constant.

Program# - This code indicates the program within the department from which the funds may be extrapolated.

SOURCE: The department/person who initiates this document or financial officer or budget monitor for department.

HR/BUDGET USE ONLY:

DEF: The coding provided is derived from Budget Information previously entered by the Hiring Department and will be used to process the employee and generate appropriate pay records and identification records

SOURCE: Budget, CORE-CT

Z-Index – code determined based on the Budget information provided including the fund, org#, account # and program number from the hiring department

Position # - employee number that identifies a position in the department, generated through CORE and dependant upon the Z-index

Record # - A number to identify a 'file' and serves to inform from what account the employee gets paid in cases of multiple records. Generated by CORE based on the initiation of employee information data entered into the system.

Employee ID# - The individual state identification number for the employee that is generated once their hire information has been entered and saved in the CORE-CT System

Banner# - The university identification number generated from the University Banner System for the employee once the employee's personal information including employment position status has been data entered into Banner. This action triggers the Information Technology Department to provide certain levels of access to the SCSU computer system

APPROVALS:

DEF: The process by which all hiring departments, supervisors, budget approvers and HR provide their signature of approval and acknowledge that they are accountable for the information provided in the University Assistant Appointment Form

SOURCE: Chairperson/Department Head, Dean/Administrative Officer, Sponsored Research (SPAR), Division Vice President, Human Resources, Finance Department

INSERT: Signature of approval and date signed

POSITION JUSTIFICATION

POSITION JUSTIFICATION

DEF: Summary statement of why the University Assistant classification is needed as opposed to Current staff or a student worker. If the proposed UA is a matriculated student, then explain why the student employment is not proposed. Define and state the department needs for this position.

SOURCE: The department/person who initiates this document.

SPECIFIC DUTIES

DEF: Simply state the duties/tasks the employee will be performing in order to complete the job or meet the department's needs.

SOURCE: The department/person who initiates this document will fill this out and the duties should be defined from what the department needs.

QUALIFICATIONS, EXPERIENCE, REQUIREMENTS FOR UA POSITION

DEF: State what knowledge, skill and ability is required in order for the UA to complete the duties/tasks.

SOURCE: The department/person who initiates this document will fill this out and the qualifications, experience and requirements for the position should be defined from the department duties.

INSERT: Example: Microsoft Office, Access, good phone skills, ability to do alpha/numeric filing, etc.

ATTACHMENTS REQUIRED

New Hire: SCSU Employment Application, Background Investigation Authorization, Resume (if applicable)

Dual Employment: If the employee is working in another position at SCSU or holds another position in a state agency (See UA Guidelines & UA Process), then Dual Employment forms need to be completed and signed by primary agency supervisor and secondary agency supervisor before the employee may begin working.