



This form is to be used for all instances where an employee will be given a New Appointment (separate from their current appointment) or given an Additional Compensation. For Reappointments, Extensions, or to make changes to existing Appointments, please request a Turnaround Document.

**SCHOOL** FACULTY OF ARTS & SCIENCE  
**DEPARTMENT** \_\_\_\_\_

**PERSONNEL ACTION DATA (PERI003)**

1	NYU ID NUMBER	NAME <i>(Last, First MI)</i>	NAME SUFFIX	NAME PREFIX	
2	OBJECT CODE	ANNUALIZED SALARY(CODE 113s ONLY)	JOB TITLE	COURSE #	
3	APPOINTMENT AMOUNT	PAYRATE	BEGIN DATE	END DATE	CONTACT HOURS (Code 112/212s Only)

**JOB ASSIGNMENT DATA (PERI004)**

	ACCT	FD	ORG	PRGM	PROJ	ACT AMT	DIST%	START	STOP	PAYRATE
4	<b>Example:</b>									
	51113	- 20	- 92002	- WSQPG	- M1111	\$30,000	100%	09/01/2011	08/31/2012	\$20.00/HR
5	-	-	-	-	-					
6	-	-	-	-	-					
7	-	-	-	-	-					
8	-	-	-	-	-					
9	-	-	-	-	-					

**EMPLOYMENT DATA (PERI005)**

10	WORK PHONE	MYTIME APPROVER	OFFICE LOCATION BUILDING: CHECK LOCATION	ROOM:
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11 NOTES:

12 **APPROVED BY:**

Print Name: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Payroll Office use only:

LOG:	Received:	Budget Check:
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