

Form
HR36400**NEW HIRE APPOINTMENT
REQUEST****PERSONAL INFORMATION**

Last Name:		First Name:		Middle Name:
Social Security Number:		UNIQNAME:	UMID:	

APPOINTMENT INFORMATION

Job Posting Number:		Appt Effective Date:		<input type="checkbox"/> New Appointment	<input type="checkbox"/> Addl Appointments Attached
Admin Dept Name:		Admin Dept ID:	Appt Dept Name:		Appt Dept ID:
Supervisor ID:	Job Title:		Job Code:	Standard Hours:	Compensation Frequency:
Compensation Rate:	Appt Begin Date:		Appt End Date:		FTR:
Appt Period:		Unit PCN:	<input checked="" type="checkbox"/> With Tenure	<input checked="" type="checkbox"/> Without Tenure	Tenure Date:

SSC will populate tenure and tenure date when processing appointment.

FUNDING

Funding Effective Date	% Effort	ShortCode	% Distribution*	Funding End Date

U-Year Federally-Sponsored Research? Fund = 20000 Yes No
 Note: Financial Operations approval needed for 20000 fund accounts.

**Sum must equal 100% for each effective date.*

REMARKS:

ADDITIONAL PAY - Note: Financial Operations approval needed for 20000 fund accounts.

Earnings Code:	Effective Date:	End Date:	Earnings Amount:	ShortCode:
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REMARKS:

CAMPUS MAILING ADDRESS (for University Directory and Mailing)

Department:		Room/Building:		City:
State:	Zip Code:	Campus Zip Code:	Telephone:	

I certify that the terms, restrictions, and qualifications set forth in this form's administration policy are met and the payments are in compliance with all conditions imposed by the funding source.

Contact Name:	Contact UNIQNAME:	Contact Telephone:
Approved by Department Head:	Date:	Telephone:
Approved by Dean/Director:	Date:	Telephone:

**NEW HIRE APPOINTMENT
REQUEST****INSTRUCTIONS FOR COMPLETION OF APPOINTMENT REQUEST**

Use this form to supply information on a new hire or rehire when you are completing the online Hiring Information Sheet.

1. Check the appropriate box or boxes in the upper right-hand corner to indicate a new appointment or reappointment, and if additional appointments are attached.
2. Complete all sections not marked "For HR Only". Field definitions for the user-supplied fields are presented in the order they appear on the form.

U.S. Social Security Number	The individual's U.S. social security number as shown on the social security card.
UMID	EmplID is synonymous with UMID. It is the seventh through fourteenth digits on the M-Card.
Job Posting Number	Enter the Job Posting Number, when applicable, for appointments requiring Regental approval, or, are in RegClnInst, RegInstr, LEO-Lec, LEO-Adj, Primary, ResFellows, and A/A Ungrd Job Families.
Appt Effective Date	This is the date that the job data row takes effect.
Administrative Department Name and ID	That department name and number which has responsibility for the terms and conditions of employment and for processing administrative paperwork.
Appointing Department Name and ID	The appointing department name and number for a specific Empl Rcd#.
Supervisor ID	Emplid of the employee's supervisor.
Job Title	Job Classification Title.
Job Code	The numerical equivalent of a job classification title established by University Human Resources. Once a code is selected, the entry date defaults to the effective date as it appears on the Work Location pane
Standard Hours	The number of hours the person will work in the associated appointment during the course of one week. 40 hours is full-time; less than 40 hours is part-time. Effort of 50% equals 20 standard hours.
Compensation Frequency	Refers to the denomination of the compensation rate. If the compensation frequency is annual, the compensation rate is expressed in a yearly rate. HR uses three compensation frequencies on this form: Annual, Hourly, and Monthly.
Compensation Rate	The compensation rate is the amount of money the appointment pays the person from regular earnings. It does not include funds paid through additional pay. The expression of Comp Rate is dependent upon the Comp Frequency used.
Appt Begin Date	This is the date the appointment's employment contract between an employee and a department begins.
Appt End Date	The last day of the appointment's employment contract between an employee and a department.
FTR	Full Time Rate: The dollar amount of salary that would be received if employed full-time.
Appt Period	Contains a code describing the time period that relates to the full-time rate for an appointment.
Unit PCN	If the appointing department uses position numbers in its business processes, enter the number here. New numbers are not generated for department. This is not PeopleSoft's Position Management.
Funding Effective Date	The date the distribution of funding over the effort and accounts becomes effective.
%Effort	Represents the appointment effort that will be paid by the associated ShortCode. The total % effort on the EmplRcd# must be equivalent to the Standard Hours on the EmplRcd#, where 40 standard hours = 100%.
ShortCode	The numeric code associated with the ChartField combination that an employee is paid from.
% Distribution	Represents the percentage of the compensation rate being paid by this account. The total across account codes on any effective date must total 100%.
Funding End Date	The date on which the funding should stop being distributed from the associated Account Code. This date does not actually stop the payment.
Additional Pay - Earnings Code	Explains the type of additional pay this employee is receiving (e.g., uniform allowance, administrative differential, etc.).
Additional Pay - Effective Date	The date on which the additional pay is effective.
Additional Pay - End Date	The date on which the additional pay ends.
Additional Pay - Earnings Amount	Represents the dollar amount to be paid each pay period as additional pay.

**Financial Operations approval needed for 20000 fund accounts.*

NEW HIRE APPOINTMENT
REQUEST

3. Obtain appropriate signatures on the form.
4. Submit to the appropriate HR office:

SSC HR
Wolverine Tower
3003 South State Street
Ann Arbor, MI 48109-1276
Phone: (734) 615-2000
Fax: (734) 763-1283

U-M Dearborn Human Resources
1050 Administration Building, 1491
Phone: (313) 593-5190
Fax: (313) 593-3568

U-M Flint Human Resources
219 University Center, 1950
Phone: (810) 762-3150
Fax: (810) 766-6711

For your information, the following chart explains the abbreviations on the right side of the form that are for HR use only:

Name	Definition
Additional Pay - Short Code	The numeric code associated with the ChartField combination from which the additional pay should be paid.*
Employment Record Number (EmplRcd#)	This is the organizational mechanism that segregates appointment information. It consists of a unique combination of Department ID, Job Code, and Compensation Rate.
Date of Hire	Original date of hire is the date the first HIR Action/Reason row was effective. It applies to both regular and temporary appointments. This date is only changed if the hire row needs correction. The hire action can be initiated by Benefits, Payroll, or HR.
Primary Job Indicator	This field identifies the employee's primary job for reporting purposes.
Action	Describes what is being done to the job data row. Controls the status of the EmplRcd# and drives pay sheet creation.
Reason	Gives further description for the Action being taken.
Classified Indicator	Defaults to C indicating a regular appointment. Other values are A (for an Acting appointment), O (for an Overload appointment) and S (Summer funding for Instructional UYF faculty).
Service Date	Original date of hire.
Highest Education Level	The highest level of education or training attained by an employee.
Instructional Department	The academic department where an instructional staff member has an instructional allegiance. This may be different than the appointing or administrative department.
Major Field of Study	The primary field of study relating to the highest earned degree. Primary emphasis is on post high school education.
Highest Degree	The highest degree earned above the high school diploma. Examples of valid values are: J.D., R.N., B.A., B.S., etc.
Degree Year	The year in which the highest degree or certificate above high school was awarded.
Second Highest Degree	The second highest degree earned above a high school diploma.
Person Modifier	A person modifier describes the overall employment status with the institution. For example, Employed as Regular, Leave of Absence, Duty Off Campus, etc.
Person Modifier Begin Date	This field contains the date the modifier becomes active.
Person Modifier End Date	This field contains the date the modifier becomes inactive. If there is no end date, the field will be blank.
Mail Drop ID	Determines the location to which payroll checks are delivered.