

**CLASSIFIED APPOINTMENT ADD**  
(Permanent, Project & Limited Term)

Shaded areas must be completed.  
**PERSON INFORMATION**

DEAN

UDDS

Employee Name \_\_\_\_\_ (Last, First, MI) Date \_\_\_\_\_ (Date worksheet prepared)

Soc. Sec. # \_\_\_\_\_ Person ID \_\_\_\_\_ Appt. # \_\_\_\_\_

Processing Center:  PPC Sex \_\_\_\_\_ Date of Birth \_\_\_\_\_ Seniority Date \_\_\_\_\_ Retirement \_\_\_\_\_ Y = Yes N = No

**APPOINTMENT INFORMATION**

Begin Date MM DD YYYY Code/Reason (Code) (Reason) BEGIN APPOINTMENT REASON

01 = LTE and Project  
02 = Original Appointment  
03 = Promotion  
04 = Transfer  
05 = Reinstatement  
06 = Restoration  
07 = Demotion

01 = Return from layoff or other involuntary break in service  
02 = In-lieu of layoff - beginning appt. was chosen by employer  
03 = In-lieu of layoff - beginning appt. was chosen by employee  
04 = Voluntary - use with demotion only  
05 = Involuntary - use with transfer or demotion only  
06 = Displacement/Bumping - use with transfer or demotion only  
07 = Permissive - use with transfer only  
08 = Contractual - use with transfer only  
09 = Disciplinary - use with transfer or demotion only  
10 = Due to appeal - use with restoration or reinstatement only  
16 = Probation failed  
Blank = Does not apply

Location Type Service Break

A = Within same University - different employing unit Y = Yes  
B = Different employing unit - same agency (Chapter 36) N = No  
C = Different employing unit - same agency (not Chapter 36) UW System outside Blank = No prior appt.  
D = Different state agency Peterson processing  
E = Within the same employing unit ET = Employee-In-Training  
N = No prior experience qualifying for retirement SA = Student Asst.

**Recruitment**

Recruit Number Valid only for Classified Permanent & Project

C E R T C P O Seasonal (Cert. Number)

01 = Classified Perm. (Cert. Number)  
02 = Short Term LTE OR (1) = Seasonal  
03 = Recurring LTE  
05 = Provisional LTE

Title Code (Title code for project or perm. must equal title code on Cert.)

Title \_\_\_\_\_

Over Max. \_\_\_\_\_ Under Min. \_\_\_\_\_

Rate \$ \_\_\_\_\_ / Hr. \_\_\_\_\_

Dept Name \_\_\_\_\_

Appt. Type	Rate	Dept Name	Over Max.	Under Min.	Appt. Dept. (ubds)	Major	Hours	OR	Percent	Continuity

**Probation**

Probation Type \_\_\_\_\_ To \_\_\_\_\_

Only classified permanent) \_\_\_\_\_

Probation End Date: \_\_\_\_\_

Enter only if NOT 6 months for Non-Supervisory

MM DD YYYY

**Length Monitor**

(Required for Project Only)

Appt. End Date \_\_\_\_\_

(Years .5 - 4)

MM DD YYYY

**FUNDING INFORMATION**

Begin Date	End Date	UDDS	Fund	Activity	Acct #	Class	\$ Amount	Full Time Rate Per Pay Period	Agreement %	Actual Amount Per Pay Period
MM DD YYYY	MM DD YYYY									

Replacement for: \_\_\_\_\_

END APPOINTMENT CODE

06 = Limited term project appointment ended