

**UNCLASSIFIED APPOINTMENT ADD
Employee-In-Training & Student Assistants**

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Employee-In-Training & Student Assistants

Employee Name _____ (Last, First, MI)
 Soc. Sec. # _____
 Processing Center: X PPC Sex _____ Date of Birth _____ Highest Degree _____
 Person ID _____
 Date _____ (Date worksheet prepared)
 Appt. # _____
 Date _____ MM YY

APPOINTMENT INFORMATION

Begin Date MM DD YYYY Reason 0 1
 Appt Type _____ Title _____ Code _____
 ET = Employee-In-Training
 SA = Student Assistant
 Rate \$ _____ Basis _____
 Title Name _____ Continuity _____
 02 = Fixed, terminal
 03 = Fixed, renewable
 Funding Responsibility _____ 0 = No
 1 = Yes
 FLSA _____ Seasonal _____
 E = Exempt
 N = Non-exempt
 Z = Unspecified:
 Doesn't represent
 employment

Appt. Dept. (udds)	Major	Hours	OR	Percent	Percent Begin	Percent End	Session
					MM DD YYYY	MM DD YYYY	

External Affiliation _____
 Length Monitor _____ Appt. End: Date _____ Reason 0 6 (fixed, terminal)
 (for ET only)

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									

1. Department Chair _____ Date _____
 2. Department Chair _____ Date _____