

Letter of Appointment Checklist

- Confirm** that **Contract** and all **referenced attachments** are signed through and by Dean or appropriate VP.
- Confirm** appropriate **Action Code(s)** are entered on Contract.

Action Codes

- 01 - New Hire
09 & 14 - Rehire
95 - Job End
73 - Account Number Change

- Confirm** that **Job Class** usage coincides with the following list:

- 18735J** Part-time Instructor - Central Funding (teaching for-credit class and paid through central Provost account).
18737J Part-time Instructor - Department Funding (teaching for-credit class & paid through departmental account).
18745J Letter of Appointment - Non-Credit Course(s) (teaching non-credit class/lecturer).
19990J Letter of Appointment - Non-Teaching Professional (temporary professional level duties not described above).
19995J Letter of Appointment – Award (Monetary award for outstanding service or competition, document must be approved by VP)

- Confirm** that **Earnings Code, FTE and Duration** are consistent with following chart:

LOA - Less than 90 consecutive days.

LOA - Less than 50% FTE and more than 90 days, but **less than 12 months**.

LOB* - Greater than or equal to 50% FTE, less than 100% FTE and more than 90 days, but **less than 12 months**.

LOR* - Letter of Appointment Retirement eligible earnings for “B” contract Summer Salary earnings at 50% or more FTE or 8 or more credits for the summer.

OVL - Letters of Appointment for Faculty and Professional Staff during Appointment Period. ****ECC required.**

AWF - Faculty Award – Recognition Award, (not for LOA work for a grant that has been awarded).

AWS - Student Award – Recognition Award, is income and therefore must be treated as employment.

AWC - Classified Award (A documented award procedure must be approved by the President and on file in Human Resources prior to any award being given to a Classified employee.)

BNS/COM – Bonus or Commission for Athletics/Thomas & Mack or Food & Beverage personnel

*A half-time or more assignment is: a) for teaching faculty at a university, an assignment equivalent to eight (8) credit hours or more for the semester. b) for non-teaching faculty and teaching faculty teaching non-credit courses, an assignment equivalent to twenty (20) hours or more each week.

- Benefits Orientation - schedule if LOB or Reinstatement Notice to employee.**

- If **Retired under PERS** is checked, complete **PERS Retiree Reemployment Notification** form at HR Website.

- Confirm** appropriate **Standard Remarks & brief description of work** are entered on Contract in comments.

Additional Requirements

- I-9** - Attach Campus Work Permit letter if on F-1 status.

- Oath** - Required for all Instructional positions.

- Personal Data Sheet**

- Sexual Harassment Policy (see HR website for electronic version)**

- W-4**, if employee is US Citizen or Permanent Resident **or**

- Confirm** that **Alien Information Collection Form** and **Employee Notification Sheet** were provided to Employee if employee is an Alien Authorized to Work. If employee is Alien Authorized to Work, employee should meet with Non-Resident Alien Taxation Specialist.

- **Extra-Contractual/Supplementary Compensation Form (if appropriate per policy for A or B Faculty)**
Compensation paid to an employee is considered “extra-contractual” if it is: 1) Paid for services rendered during the base salary period; 2) Is payment in excess of the employee’s stipulated salary; 3) Is paid in connection with approved “additional responsibilities or assignments;” and 4) Is paid from funds administered by the University.