SUNY COLLEGE AT PLATTSBURGH

**HUMAN RESOURCE SERVICES APPOINTMENT FORM**

**[ ]** Academic**[ ]** Professional**[ ]** M/C**[ ]** Casual**[ ]** Graduate Assistant

|  |
| --- |
| Employee Information |
| First Name |  | MI |  | Last Name |  | SUNY ID (if available) |  |
| Home Address |  | Home Phone |  |
| U.S. Citizen:Yes**[ ]** No**[ ]**  | Most Recent State Service |  |
| Prior Professional Service Credit Granted:Yes**[ ]** No**[ ]**  | If yes, Years Granted |  |
| Appointment Information |
| Dept. Name |  | Line # |  | Account # |  | (%) |  |
| Supervisor’s Name |  | FTE |  | Account # |  | (%) |  |
| Budget Title/Grade |  | Campus Title |  |
| Compensation | **$** | per [ ]  Year [ ]  Semester [ ]  Hour [ ] Other  |
| Appointment Type: [ ]  Temporary [ ]  Term [ ]  Continuing [ ]  At the Pleasure of  [ ]  Full-time [ ] Part-time If part-time non-academic, avg. # of hours/week:       |
| Appointment Effective |  | through |  |
| Work Obligation: [ ] Calendar [ ] Academic [ ] Semester [ ] College Year, |  | through |  | [ ] Other, |  | through |  |
| ***For a Part-time Academic Employee, Please Complete the Following:*** |
| How many consecutive semesters has the part-time temporary academic employee worked, prior to this appointment? *After the 4th consecutive semester, a term appointment is required.* |
| # | Course No. | Course Title | # of Credit Hours | Salary per Course |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| ***Approvals/Signature Route*** |
|  |  |  |  |  |  |  |  |  |
| Department Director/Dean | Date |  | President (if applicable) | Date |
| Affirmative Action Officer | Date |  | Budget Control Officer | Date |
| Provost/Vice President | Date |  | Human Resource Services | Date |
|  |  |
| Comments: |  |
|  |  |  |  |  |  |  |  |  |
| **BELOW FOR HRS USE ONLY** |
| **Ben Code: \_\_\_ NOR:\_\_\_\_\_\_\_\_\_\_\_ Cont/Perm: \_\_\_\_\_\_\_\_\_\_\_ Cycle:\_\_\_\_\_\_\_\_\_\_\_ To Payroll:** \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_**Initials Date**  |