null
1. New Hire/Additional Job/Rehire/Change from:
   a. New Hire: mark this box for all new appointments; this includes all visiting appointments.
   b. Additional Job: mark this box if individual currently has a job and is adding an additional one.
   c. Rehire: mark this box for individuals already in the Banner HR system (already have a Rocket #), but are starting a new assignment or returning in a non-permanent 9 month position.
   d. Change: mark this box when make a change in someone’s current appointment.

2. Obtain information from individual regarding Name, Rocket #, SSN (addition to payroll only), and Address (if unable to contact the individual and they are a current university employee – use the Web Report Library to look up the Rocket #:
   a. Addresses, birth date, and SSN only needed for new employees.
   b. Address Types: PU-Permanent USA, IN-International (requires Nation Code).

3. Contract Period:
   a. Check either 9 month, 12 month, Term (enter which term in space provided), or other.

4. Tenure Status:
   a. Check which applies.

5. AAUP Status:
   a. All administrators, law, part-time, and visiting faculty are Non-AAUP
   b. All 9-month and 12-month faculty are AAUP.

6. For a new employee complete all tax forms within this section and attach, if the employee is already on the system, place an F next to the form to show it is already on file.

7. Home Department /Check Distribution:
   a. The department in which the individual will be working.

8. Job Title:
   a. New faculty – the Offer Letter will contain the title for all new faculty.
9. Employee Class:
   a. For new faculty, employee class is located on the Approved Authorization to Hire

10. Position Number for full-time and part-time faculty.

11. Index Number and Account Code:
   a. Index number should be the paying department’s index number.
   b. Type the six digit index number, hit tab, type the five digit account code.

12. Salary/Contract Amount:
   a. Use the 4 supplied lines for compensation, whichever are the most relevant to the payment.
      i. Permanent 9 month employees – 9 month base salary.
      ii. Permanent 12 month employees – 12 month base salary.
      iii. Director, Chair, Dean, etc. stipends – administrative stipend.
      iv. Part-time faculty, supervisors, etc. – contract amount.

13. Percent of Full Weekly Load:
   a. Full-time Faculty – a full load is equal to 1.0; if they are split funded on a grant, etc., base the percentage of load determined in their contract.
      i. Sabbaticals require a change in weekly load; Full year sabbatical = 0 load.
   b. Part-time Instructors:
      i. Based on the number of credit hours they are teaching (12 credit hours = 1.0) per semester. (# of hours/12 = load amount).
   c. Supervisors:
      i. Review calculation sheet.

14. Period of Contract:
   a. Enter the beginning and end date of the time period work is being done

15. Part-time Faculty Only
   a. Enter the number of credit hours they are teaching during the semester compensation is being requested.
   b. Enter the number of clinical hours they are doing during the semester compensation is being requested.

16. Change To:
   a. Use this section when the top section, Change from, is filled in. Current information goes into the Change from: section and the new information goes in this section. Use the same rules (7 – 15).

17. Job Change Reason Code: click on menu for list.
18. Direct Supervisor Position Number:
   a. Include the name of the direct supervisor for the individual the APA is being filled out for.

19. Contact Ext:
   a. Include the phone number of where questions should be sent for errors or clarification about the forms completion.