

Appointment Data - To be completed by the department (Optional)

Visa type _____ Work phone (____) _____
Department _____ Hire date _____ Position no. _____ Version _____
Job title _____ Tenure status _____ Tenure track svc date _____
(Eligible, Tenured)

Annual salary _____ Salary basis* _____ Work hours _____ per week

* Summer Session, Regular 12 mo, Regular 9 mo, etc.

Employee group _____ Employee qualifier _____ Employment category _____
(Faculty, Admin Pro) (Non-Federal, Federal) (Reg, Spec, Temp)

Appt end date _____ Change reason All/New Hire

CSU account number(s)	Start date	Percent
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Conditions of Appointment (teaching or research experience at other institutions; interim/acting appt.):

NOTE: Before this new hire can be approved the following forms must be received by the indicated offices.

Human Resources – Records: Academic Faculty/Admin Pro Certification Form, I-9, Oath of Allegiance, and Creative Works Policy forms.

Human Resources – Payroll: W-4 and Payment Disposition Action (PDA) forms.

Revised 2/2007