|  |
| --- |
| **FACULTY (EMPLOYEE) INFORMATION** |
| **Name (Last, First):** Click here | **Supervisor/Dept. Chair/Dean:** Click here |
| **Email:** Click here | **Reports to Position #:** Click here |
| **Employee ID:** Click here | **Work Location:** Building and Floor | **Department:** Click here |
| **Position #:** Click here | [ ]  Update with New Appointment Information | [ ]  Create New Position # |
| **APPOINTMENT INFORMATION** |
| **Appointment/Action** *(mark all that apply)***:** | [ ]  Hire | [ ]  Reappointment | [ ]  Promotion | [ ]  Merit | [ ]  Other |
| **Effective Date:** MM/DD/YYYY | [ ]  Continuing (Unit 18)[ ]  End Date (Acad Term Appts)[ ]  Indefinite[ ]  Potential Security (LPSOE) | [ ]  Security ([LSOE](https://www.google.com/url?client=internal-uds-cse&cx=017681962718933441792:58v7bkn1mnc&q=https://ucop.edu/academic-personnel-programs/_files/apm/apm-285.pdf&sa=U&ved=2ahUKEwiZh9iJ2LDlAhXCrZ4KHaZeAnMQFjAAegQIBRAC&usg=AOvVaw1OX7VFeMCA2ej3PSlj3eh8))[ ]  Tenure Track (Ladder Rank)[ ]  Tenured |
| **End Date** *(if applicable)***:** MM/DD/YYYY [ ]  End Job Automatically (*if applicable*) |
| **Job Title:** Click here | **Job Code:** Click here | **APPT % / FTE %:** Click here% |
| **SALARY/COMPENSATION INFORMATION** |
| **Total Annual Salary:** $###,###.## (Step + Off-Scale) | **Pay Frequency:** | [ ]  1/10 | [ ]  9/12 | [ ]  12/12FY | [ ]  Other |
| **Whole Step:** Click here  | *(if applicable)* | [ ]  **.5** (*UCDEC5*) | [ ]  **.9** (*UCDEC9*) | [ ]  Off-Scale (*UCOFF1*) | [ ]  Above Scale (*UCABVE*) |
| **Whole Step Annual Salary:** $###,###.## | [ ]  **.5** $###,###.## | [ ]  **.9** $###,###.## | [ ]  **Off-Scale** $###,###.## |
| *Please note any split appointments in the additional notes section below* |
| **ADDITIONAL NOTES** |
| Click or tap here to enter text. Row will auto expand to fit contents. |
| **DEPARTMENT CONFIRMATION OF DATA** |
| *I confirm that the above accurately reflects the approved appointment action.* |
| **AP Analyst/Preparer Name and Title:** | Name | Title |
| **Contact Information (Email and/or Phone):** | Email | Phone Number |
| **Date:** | MM/DD/YYYY |