

# Unit 11 Transaction Form

## Appointments for One Semester



Transaction Type:

- New Hire       Reappointment (no break in service)       Revised Appointment   
 Misc.       Former Employee (break in service)       Resignation / Separation

Student Information			
PeopleSoft ID	Last Name	First	Middle

Appointment Information			
College/School		Department/Office	
Select Dept-Notes can be made at bottom of Sheet			
Teaching Associate - AY <input type="checkbox"/>	Graduate Assistant - AY <input type="checkbox"/>	Instructional Student <input type="checkbox"/>	
Teaching Associate - 12m <input type="checkbox"/>	Grad. Assist. - Monthly <input type="checkbox"/>	ISA - Work Study <input type="checkbox"/>	
	Grad. Assist. - Work Study <input type="checkbox"/>		
Effective Date Begin	Effective Date End	Total Hours if needed	ISA Hourly Rate
Recruitment / Vacancy Posting #	If no vacancy announcement, describe commitment or relationship per UAW/CSU CBA 2.1		

For Teaching Associates & Graduate Assistants ONLY										
Dates Worked for Monthly or Late Starts ONLY	REQUIRED: Base on FT Monthly Salary (Base Rate)	Enter Either Hours or WTU		FTE in %	Time Base (Fraction)	Monthly Salary (Base * Fraction)	# mos	# days	Semester Salary	
		Weekly Hours	WTU							
				0%	0 / 1	\$0.00			\$ -	
				0%	0 / 1	\$0.00			\$ -	
				0%	0 / 1	\$0.00			\$ -	
				0%	0 / 1	\$0.00			\$ -	
<b>Total Assignment</b>									<b>\$ -</b>	
Course(s) have been assigned in PS? Yes <input type="checkbox"/> No <input type="checkbox"/>				PS has Assigned Time (if any) WITH description Yes <input type="checkbox"/> No <input type="checkbox"/>			Assignments must be completed in PS prior to processing appointment.			

For All New Hire U11 Student Employees			
Education	Degree	Institution	Year
BA/S			
MA/S			
Other			

Notes and special instructions:

Signature Certifies Receipt of necessary documentation and approvals.		Official Use Only
Chairperson/Dept	Date	ID# _____ APPT: _____
Dean	Date	PPT: _____ E/NE: _____
Academic Personnel	Date	PrSUP: _____