

Electronic Appointment Process
Unclassified Appoint Process FAQ's
(Updated 12/5/2008)

Tracking Number - See Graduate Assistant New Position Request

Amend Request?/Tracking Number of Amended Request - See Unclassified Search Request

Position Number - See Graduate Assistant Search Request

PSU ID# - See Graduate Assistant Appoint Request

Name and Address (Street, City, Zip)

The Name and Address pulls from the PSU People File based on the PSU ID# entered above. Be sure that the name displayed matches the name of the appointee. The user cannot change the displayed name without entering a different PSU ID#, above. The unclassified appointment letter will be sent to this address. Change the address to a different address, if needed

Department - See Graduate Assistant New Position Request

Official Title Description - See Unclassified New Position Request

Working Title Description - See Unclassified New Position Request

Percent Time - See Unclassified Search Request

Appointment Length - See Graduate Assistant Search Request

Type of Appointment -

If the Type of Appointment is "Continuing, Non-Tenure Earning," "Continuing, Tenure-Earning," or "Continuing, Annual," an appointment action is not required each year after the first appointment.

If the Type of Appointment is "Temporary," an appointment action is required for each subsequent appointment.

Appointment Start Date - See Graduate Assistant Appoint Process

Appointment End Date - See Appointment Start Date, above

Recommended Salary for the Position (Non-Exempt & Exempt)

- A. 1. **Recommended Hourly Rate for the Position** (Only when POS Field #25 "FLSA Status" = "N") - See Unclassified Search Process
- A. 2. **Recommended Salary for the Position** (Only when POS Field #25 "FLSA Status" = "N") - See Unclassified Search Request
- B. 1. **Recommended Salary for the Position** (Only when POS Field #25 "FLSA Status" = "E") - See Unclassified Search Request

Electronic Appointment Process
Unclassified Appoint Process FAQ's
(Updated 12/5/2008)

B. 2. Salary Term Question (Only when POS Field #25 "FLSA Status" = "E")

The system uses the Salary Term and the Recommended Salary for the Position to calculate the Biweekly Rate for an exempt position.

If the Salary Term is "Fiscal Year Rate," the system divides the Recommended Salary for the Position by 26 to calculate the Biweekly Rate.

If the Salary Term is "Academic Year/Semester," the system divides the Recommended Salary for the Position by 20 (if Academic Year) or the appropriate number of pay periods for the semester (9 or 10 for Fall or Spring; 2 for Summer 1 or Summer 2; 4 for Summer 1 & 2) to calculate the Biweekly Rate.

If the Salary Term is "Total for Period Specified," the system divides the Recommended Salary for the Position by the number of pay periods based on the Appointment Start Date and Appointment End Date to calculate the Biweekly Rate.

B. 3. Recommended Biweekly Rate for the Position (Only when POS Field #25 "FLSA Status" = "E") -- See Salary Term FAQ, above

Funding - See Graduate Assistant New Position Request

Funding Source (SGF Positions Only) - See Unclassified Search Request

Describe the Specific Need for the Position - Do not need

Tenure Earning - See Unclassified New Position Request

Does the appointee have the terminal degree as required by the department

Does the individual have the terminal degree as required by the department?

Number of years of prior service granted towards Promotion

Select the number of years of prior service granted towards Promotion, if applicable.

Number of years of prior service granted towards Tenure

Select the number of years of prior service granted towards Tenure, if applicable.

Special Conditions?

Add special conditions to be included in the appointment letter.

Comments - See Graduate Assistant New Position Request

Total Cost of Position – Se Unclassified New Position Request

Criminal Background Check Date – see Graduate Assistant New Position Request

Electronic Appointment Process
Unclassified Appoint Process FAQ's
(Updated 12/5/2008)

Attachments - See Graduate Assistant New Position Request

I-9 Form – See Graduate Assistant Appoint Request