

INSTRUCTIONS

List the name of the individual responsible for the completion of this form and his/her campus phone number.

Section I

List name **exactly** as it appears on employee's Social Security card.

List the PO Box at which the employee is to receive mail or the complete off-campus address.

Section II

This section must be completed for all appointments.

List University of Florida titles only (all internal titles must be placed in parentheses).

Confirm appropriateness of title with Graduate School for any appointee working on a graduate degree at the University of Florida.

Complete "Indication of Compliance with UF Affirmative Action Plan" for all new hire appointments and for appointments for individuals that have accepted a new position.

Section III

Indicate as clearly as possible the purpose of the appointment.

Employee will be paid through the last date listed

Section IV

Please complete all appropriate spaces.

Section V

Please list all sources of pay.

Check all salary sources to verify the account number and position number and that sufficient funds and manyears are available to encumber for the appointment.

List correct titles with appropriate account numbers.

The delete section is to be used for reappointments only when you want to stop an assignment currently in the personnel/payroll system the day prior to the beginning date of this appointment.

Section VI

Please make sure all authorized signatures have been obtained before forwarding to the Academic Personnel Office or Processing & Records.