![Southern Illinois University Carbondale logo]

Carbondale Campus End User Instructions

FORM – Notice of Undergraduate Assistant Appointment

Use:
To appoint an individual as an undergraduate assistant. Human Resources will use information on this form to enter a new undergraduate assistant in the AIS Human Resource Management System (HRMS) or to reappoint an undergraduate assistant whose appointment has ended.

Access:
Obtain necessary form(s). Electronic forms are available through the eforms website *eforms*   http://eforms.siu.edu/siuforms/info/fao1008.html

Instructions:
Complete the form using the following instructions. Unless noted, all fields are **REQUIRED**.

General Information Section:

Type of Hire
Select whether the undergraduate assistant is a new appointment or a reappointment.

Name
Last, first and middle name of the undergraduate assistant.

Social Security Number The undergraduate assistant's social security number.

Mailcode (campus correspondence will be mailed to this address)
Mailcode where the undergraduate assistant should receive campus mail.

Campus Phone
Campus phone number of the undergraduate assistant.

Effective Date(s) Section:

FALL SEMESTER

Beginning Date
Enter the date the undergraduate assistant will begin working in the position for the Fall Semester (Date format DD Mmm YYYY). The initial beginning date for a student who was not attending the previous semester must be no earlier than the first enrollment date for the semester.

Ending Date
Enter the date the undergraduate assistant will begin working in the position for the Fall Semester (Date format DD Mmm YYYY). Positions requested for one semester

only must have an ending date no later than the last enrollment date for the semester.

SPRING SEMESTER

Beginning Date   Enter the date the undergraduate assistant will begin working in the position for the Spring Semester (Date format DD Mmm YYYY). The initial beginning date for a student who was not attending the previous semester must be no earlier than the first enrollment date for the semester.

Ending Date   Enter the date the undergraduate assistant will begin working in the position for the Spring Semester (Date format DD Mmm YYYY). Positions requested for one semester only must have an ending date no later than the last enrollment date for the semester.

Appointment Information Section:

Position Title   Title of the position that will be held by the undergraduate assistant. (Can not exceed 40 characters)

Position Number   The unique AIS HRMS identifier for the assistantship(s) held by the student.

Department (Organization)
Name of the department where the undergraduate assistant will be employed.

Building (Location)   Building location of the undergraduate assistant's office or workspace.

Room   Room number of the undergraduate assistant's office or workspace.

Percentage of Time (FTE)
Percentage of time represents the percentage of a full-time (100%) appointment. Mark the Full Time Equivalent (FTE) hours that the Undergraduate Assistant will work each week.

Select one of the following:
- 25%
- 37.5%
- 50%

Full-time Equivalent Monthly Salary

Full-time monthly equivalent of the undergraduate assistant's salary. HRMS will calculate the actual rate by multiplying the full-time equivalent salary by the FTE. SIU's payroll will calculate the actual salary by multiplying the full time equivalent salary by the percentage of time.

Assignment Costing Section:

FAS Account   FAS account number the assignment is currently paid from.

FAS Account Title (AIS Budget Purpose Description)

The AIS budget purpose description of the Accounting Flexfield (AFF).

AIS Percentage Percent of the employee's salary to be paid by the AIS account listed. The total of account proportions must equal 100.

AIS Fund   The AIS fund value of the AFF.

AIS Unit   The AIS unit value of the AFF.

AIS Budget Purpose The AIS budget purpose value of the AFF.

AIS Dept Activity 1

Optional, the AIS department activity 1 value of the AFF. If no value is provided, the default value of '00000' will be assigned.

AIS Dept Activity 2

Optional, the AIS department activity 2 value of the AFF. If no value is provided, the default value of '00000' will be assigned.

AIS Function The AIS function value of the AFF.

AIS Natural Account Select the appropriate AIS natural account value of the AFF from the drop down list.

- 50000 (an account with a line item expenditure budget)
- 60000 (an account with a pooled expenditure budget)

Name   Last, first and middle name of the undergraduate assistant. This field will populate from page one. Leave blank.

Social Security Number The undergraduate assistant's social security number. This field will populate from page one. Leave blank.

Terms and Conditions Section:

Signature of Student   Signature of Undergraduate Assistant and date signed.

Administrative Approvals Section:

Signature of Fiscal Officer
Signature of Fiscal Officer and date signed.

Signature of Dean/Director
Signature of Dean/Director and date signed.

Signature of Financial Aid Director
Signature of Financial Aid Director and date signed.

Special Notes: All dollar amounts should be entered without the currency ($) and three-digit grouping (,) symbols. These symbols will be inserted when you exit the field.

The form should specify only the full-time monthly equivalent of the salary for the position and the percentage of time for the appointment. For part-time appointments HRMS calculates the actual monthly salary based on these two figures. The system also calculates the distribution of charges to accounts.

The costing for an assignment may be distributed between more than one account.

Fund, unit, budget purpose, department activity 1, department activity 2, function and natural account are all segments of the AIS accounting Flexfield. HRMS does not automatically generate these segments based on the budget purpose. The preparer must supply all of the required segments. Department activity 1 and department activity 2 are the only two segments that are optional. If no value is provided, the default value of '00000' will be assigned. The values for the object, SOF (source of funds), FFY (funding fiscal year), institutional activity and future use will either be assigned by Human Resources or generated during the payroll processes.

Routing: Print this form, acquire the signatures of the student, fiscal officer and dean or director, and mail to: Associate Director, Financial Aid Office, MC 4702.