

INSTRUCTIONS FOR RECOMMENDATION FOR APPOINTMENT FORM H(2)

This form is to be used only for non-instructional academic staff appointments. All information on this form is needed to prepare the letter of appointment and to put the person on the payroll. It is therefore necessary that all information requested be provided.

The following instructions are numbered to correspond with the number on the Recommendation for Appointment form. If you have additional questions, please feel free to contact the Office of Human Resources.

1. The address to where the appointment letter is to be sent.
2. If individual has been payrolled at UW-S any time since 1986, it will not be necessary to request the appointee to complete the immigration form (I-9). Individuals previously receiving honoraria are not considered to be payrolled and will need to complete an I-9.
4. The length of appointment will allow for the proper payrolling of the individual.
5. Most appointments are fixed term. Limited appointments are used only in selected administrative positions. Check with Director of Human Resources if in doubt.
7. Title must conform to the UW System Title code as approved on the Authorization to Fill Position form.
- 8-10. Required for payroll records; please check transcripts for accuracy.
11. A 100% appointment is generally equal to a 40-hour work week.
12. This should be the total salary for the period specified in (6).
13. This would be the same as (12) unless the period of appointment is less than a full academic or annual appointment. For example, if a person is hired full-time for one semester for \$12,000, line 12 would be \$12,000 and line 13 would be \$24,000 academic year.
14. If this appointment is only for the specified time and it is expected that the appointment will not be renewed, it is necessary to include that statement in the appointment letter.
15. Please provide the proper cost center title and 10-digit number to which this appointment will be charged. If several cost centers are to be charged, specify their names, 10-digit numbers, and the percent that is to come from each.
16. A brief description of duties are outlined in the appointment letter. Provide a position summary that can be used in the appointment letter. A position description should be attached to this request also.
17. A full set of credentials, including resume and official transcripts, must be on file at the time of hire. Please request the appointee to forward official transcripts directly from the awarding institution showing the attainment of the highest degree to Office of Human Resources when the appointment is offered.
18. If a joint appointment, indicate all supervisors.

Your cooperation in preparing this form correctly and completely will speed up the process of preparing appointment letters and properly payrolling the individual. If you have any questions about the information needed or how to complete the form, please call the Office of Human Resources.