



NAME: \_\_\_\_\_

## Checklist for New Faculty Appointments

### Required for (OPS) New Adjunct and Visiting in Lieu of Adjunct Appointment:

- £ pPAF (paper Personnel Action Form)
- £ Copy of the Social Security Card
- £ Curriculum Vitae
- £ Documents produced from New Employee Wizard (see below)
- £ **Reappointment** requires **pPAF** for **Adjuncts**, **e- or pPAF** for Visiting in Lieu of Adj.

### Required for New Unadvertised Appointment:

- £ pPAF (paper Personnel Action Form) – NO e-Recruit!
- £ Copy of the Social Security Card
- £ Curriculum Vitae
- £ Signed Original Offer Letter
- £ Three Letters of Recommendation (can be forthcoming within 30 days of sending pPAF to the Dean of the Faculties Office)
- £ Official degree proof (**Copies are NOT acceptable**)
- £ Documents produced from New Employee Wizard (see below)

### Required for Advertised Appointments:

- £ Position must be advertised through a Job Openings in OMNI HR
- £ Job offer through e Recruit
- £ Copy of the Social Security Card
- £ Curriculum Vitae
- £ Signed Original Offer Letter (unless Faculty Member is in the position in a Visiting Capacity with a prior Offer Letter)
- £ Three Letters of Recommendation (can be forthcoming within 30 days of sending pPAF to the Dean of the Faculties Office)
- £ Advertising Backups: [AA186](#) (Affirmative Action Form)
- £ Official proof of earned degree (**Copies are NOT acceptable**)
- £ Documents produced from New Employee Wizard (see below)

### Required for New Courtesy Appointment:

- £ pPAF (paper Personnel Action Form)
- £ Curriculum Vitae
- £ Copy of the Social Security Card (if available)
- £ [New Employee Information Worksheet](#) if not currently in a faculty position

**Please remember to attach all HR backups when** submitting new Faculty pPAFs or job offers to the Dean of the Faculties Office. The following **backups should be generated by the New Employee Forms Wizard** including (**please do not use saved, older versions of these backups as it may delay processing**):

- £ Loyalty Oath
- £ Memorandum of Understanding
- £ W-4
- £ Controlled Substance Conviction Form
- £ New Employee Information Worksheet

NAME: \_\_\_\_\_

## Checklist for Faculty Re-Appointments

### Required for Re-Appointment:

- £ pPAF (paper Personnel Action Form) for Adjuncts (-40)
- £ pPAF for 9 months salaried
- £ pPAF for 10 months salaried (FSUS / DRS)

### Required for Re-Appointment of Regular :

- £ ePAF for 12 month salaried
- £ ePAF for Visiting in Lieu of Adjunct (-90)
- £ For reappointments of Visiting in Lieu of Adjunct, DOF will accept pPAFs, but prefers ePAFs.

### Other reasons for sending pPAFs:

- £ Retroactive changes to distributions that occurred prior to current pay period
  - pPAF
  - RDF if funding redistribution is involved
- £ Administrative Code Changes
- £ Name Changes
  - Make sure to include a New W-4 and a Name Change Request Form (can be found on the main HR Forms website)

### Other reasons for sending ePAFs:

- £ Current or future dated changes to period amount or funding code for non-contract pay

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## Paper Backups for New Faculty Appointments

