**Appointment of New Part-time Lecturers Without Benefits**

**Fall Semester**

**UNCG ID:** You may leave this field blank. You will be using the PD7 instead of an EPAF because the person you are hiring does not have an ID #. Do not use the Social Security number.

**NAME:** Enter name exactly as it appears on the Social Security Card.

**Payroll Address:** Use the current address of the employee.

**Office Location:** Enter the Building name, Room No. & Phone No.

**Employee Information:**

Check Teaching Position

Complete Citizenship Field

Check Credentials Verified

Employee E-Class: **FS**

Part Time Status

Home Org

Check Dist. Org

Dept. of Academic Rank

First Work Date: *This date should be the actual day the employee starts working. For example:* ***8/23/2010*** *is used for the Fall Semester because this is the first day of classes.*

Last Work Date: *This date should be the actual day the employee finishes working. For example:* ***12/15/2010*** *is used for the Fall Semester.*

**I-9 Checks**: If the employee you are hiring has not worked at UNCG in the past 12 Months, leave both boxes unchecked. This will notify HR that an I-9 will need to be completed.

#### Background Checks: Check either the Credit History box or the Driving History Box if desired. A criminal check will automatically be executed upon the completion of the EPA Background Check Authorization Form found @: <http://provost.uncg.edu/Academic/EPA_Personnel/forms/> Applicants for employment at UNCG are required to undergo background checks.

**Comments:** This section is provided to explain the type of assignment and the duration of the assignment.  *For example:* ***To appoint as 1/4 lecturer for the Fall 2010 Semester.***

**Early Job Termination:** Do not use this block unless the employee has a current job termination date on Banner HR.

**New Job Action:**

Posn. #: Unless you have been given a specific Postion #, the Position # will usually be **490XXX** for employees paid from state funds.

Suffix: **00**

FTE:

FTE is the percent of load:

1 course for 1 semester is 25% 2 courses for AY is 25%

2 courses for 1 semester is 50% 4 courses for AY is 50%

3 courses for 1 semester is 75% 6 courses for AY is 75%

4 courses for 1 semester is 100% 8 courses for AY is 100%

Index & Fund: **Your Department State Fund**

Orgn.: **Your Department Org. Number**

Account: **101030**

Program: **101**

Annual Salary: **Amount the employee is to be paid for the Fall Semester.**

**Appointment Action:**

Check NEW APPOINTMENT

Effective Date: *This date should be the first day of the first month the employee is to be paid. For example:* ***09/01/2010****. The first check for Part-time Lecturers that are being appointed for the Fall 2010 is September. They are paid in 4 installments, ending in December.*

Personnel Date: *This date is the actual day the employee starts working. For example:* ***8/23/2010*** *is used for Fall 2010 Semester because this is the first day of classes.*

Factors and Pays: **4**

Title: **Lecturer**

**Job/Employee Termination:**

Last Paid Date: This date is the date payroll is to end for this employee. *For example:* ***12/31/2010*** *is used for the Fall Semester.*

Rank: **Lecturer**

Job Change Reason: **Appointment End (APTN)**

**Please forward to the Dean’s Office the following:**

1. **Original PD7 with the Department Head’s signature**
2. **The required EPA Personnel Forms found @:** [**http://provost.uncg.edu/Academic/EPA\_Personnel/forms/**](http://provost.uncg.edu/Academic/EPA_Personnel/forms/)
   * + **PD7a - Completed and signed by the faculty member you are hiring.**
     + **Certification – Completed and signed by the faculty member you are hiring.**
     + **Verification**
3. **Original Transcripts *If the transcripts have been opened in your department, please make a note of the name of person who opened it and the date it was opened.***