

Employee Last Name _____ First Name _____ Middle _____

Employee Title _____ Employee Email _____
(Email to which the letter of appointment and documents should be sent- if an ESF student, use their ESF email, not SYR email address)

Tuition _____ Yes _____ No _____

Full Tuition _____ OR _____ # of Credits/indicate academic year _____ Fall _____ Spring _____

Check One:

Dr. _____ Ms. _____

Mrs. _____ Mr. _____

Miss _____ Mx. _____

Salary Start Date: _____ Salary End Date: _____

Salary Actual Earnings \$ _____ Total Remuneration (hourly employees not applicable) \$ _____ Annual Salary (\$ amount should reflect within % working) _____ BiWeekly \$ _____ _____ Hourly \$ _____ _____ Summer \$ _____	Work Week * _____ Full Time _____ Part Time-FTE% _____ _____ For Hourly Appointments, approximate hours per week # _____ Work Region # (See below **)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Project #</th> <th>Award #</th> <th>Task #</th> <th>LD %</th> </tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </table> _____ Employee-Regular _____ Employee-Postdoctoral Associate _____ Employee-Summer _____ Employee—SUNY FT Undergraduate _____ Employee—SUNY FT Graduate: _____ Masters or _____ PhD	Project #	Award #	Task #	LD %												
Project #	Award #	Task #	LD %															

Project Director Approval (Required for all appointments)

Print Name: _____

Signature: _____

Date: _____ Office Phone #: _____

Department: _____

Department Chair/Director Approval (required for summer faculty appointments only)

Print Name _____

Signature _____ Date _____

* For purposes of pay calculation under the requirements of the Fair Labor Standards Act (FLSA) of 1938 as amended, the Research Foundation (RF) has established a workweek period that extends from Saturday at 12:00 a.m. through Friday at 11:59 p.m. Within this workweek period, the Research Foundation has established either a 37.5-hour or 40-hour standard workweek as the basis for full-time employment [1.0 Full Time Equivalent (FTE)]. Part-time employment is calculated on the standard workweek. The designation of standard work week is based upon position requirements. Although assigned a specific standard workweek relative to the core business hours of the college which is 37.5 hours per week, exempt employees are not covered under the overtime provisions contained within the Fair Labor Standards Act (FLSA). As such, they may be required to work hours outside of their standard workweek, based upon job responsibilities or business.

Number	Work Region **	Description
#1	Great NYS	Other than NYC, Long Island and Westchester
#2	International	Outside of the United States
#3	Long Island and Westchester	Suffolk, Nassau, and Westchester Counties
#4	NYC	Manhattan, Brooklyn, Queens, Bronx, Staten Island Boroughs
#5	Out of State	In the United States but not in New York State

For HR Office Use Only:

Date Submitted to HR _____	Employee Number _____
	_____ 37.5 Exempt or _____ 37.5 Non-Exempt
Date Processed into Onboarding _____	Visa Type _____
I-9 Completed: _____ Yes _____ No If no, Date Employee Emailed _____	Work Authorization Ex. Date _____
Date I-9 Completed _____	Grad/VISA Share File Done _____
E-Verify Date _____	RCR Training Complete _____ 1 _____ 2 _____ 3 Date _____
Case Verification # _____	Credential Verification (all non-student employees) _____
Student Status Checked _____	Retro Required _____ No _____ Yes Dates: _____
Scan to Payroll _____	Retro LD Input Date _____
Date Appointment Input in Oracle _____ Initials _____	
Date LD Input into Oracle _____	
Special Notes _____	