



PROJECT DIRECTOR TO COMPLETE

Employee Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_

Employee Title \_\_\_\_\_

**Check One:**  
 Dr. \_\_\_\_\_ Ms. \_\_\_\_\_  
 Mrs. \_\_\_\_\_ Mr. \_\_\_\_\_  
 Miss \_\_\_\_\_ Mx. \_\_\_\_\_

Employee Email Address (email to which the letter of appointment and documents should be sent) \_\_\_\_\_

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 \*\*)

Project #	Award #	Task #	LD %

\_\_\_\_\_ Employee-Regular \_\_\_\_\_ Employee-Postdoctoral Associate  
 \_\_\_\_\_ Employee-Summer \_\_\_\_\_ Employee—SUNY FT Undergraduate  
 \_\_\_\_\_ Employee—SUNY FT Graduate: \_\_\_\_\_ Masters or \_\_\_\_\_ PhD

**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 Exp. Date \_\_\_\_\_  
 Date I-9 Completed \_\_\_\_\_ Grad/VISA Share File Done \_\_\_\_\_  
 E-Verify Date \_\_\_\_\_ Date emailed Bursar \_\_\_\_\_  
 Case Verification # \_\_\_\_\_ RCR Training Complete: \_\_\_\_ Yes \_\_\_\_ No  
 Student Status Checked \_\_\_\_\_ If yes/Date Complete \_\_\_\_\_ If no/Date Emailed Employee \_\_\_\_\_  
 Scan to Payroll \_\_\_\_\_ Credential Verification (all non-student employees) \_\_\_\_\_  
 Date Appointment Input in Oracle \_\_\_\_\_ Initials \_\_\_\_\_ Retro Required \_\_\_\_ No \_\_\_\_ Yes - Dates: \_\_\_\_\_  
 Date LD Input into Oracle \_\_\_\_\_ Retro LD Input Date \_\_\_\_\_  
 Special Notes \_\_\_\_\_