APPOINTMENT PROCESSOR INSTRUCTIONS
DO NOT ENTER POI IN PEOPLESOF - This must be done by HR

Ensure the following forms are completed using current versions from the Office of Faculty Affairs website.
http://www.sjsu.edu/facultyaffairs/allforms/index.html
DocuSign documents are accepted

A. Volunteer/Unpaid Visiting Scholar Checklist
B. Employee Profile with Chair Signature, duration of appointment (sample attached)
   i. Position number can be located in your Active Position list
   ii. FTE value is not required
   iii. Verify effective dates (Begin and End) on profile match invitation letters.
   iv. Indicate Faculty Sponsor name in the comments box.
C. Volunteer State of Preparation Form signed by the visitor (DocuSign accepted).
D. Employment Questionnaire
E. Copy of signed invitation letter
F. Date of Birth (DOB) and a Social Security Number* (if they have one or are applying for one) will be required by Human Resources to complete the POI entry. If they do not have a US SSN and do not intend to apply for one, only Date of Birth is required. Because of the sensitive nature of the information, this is usually collected by phone for volunteers and it is not recommended to be emailed. The HR college contact is Crystal Salinas. She will normally contact the Department Appointment Processor. Crystal will ask if you have been able to collect the numbers in advance by the visitor. If not, she is willing to contact the person directly or the visitor can contact her directly and leave their information on her voice mail. Because of the sensitive nature of the information, this is usually collected by phone and it is not recommended to email the information.

If you can obtain the DOB prior to HR’s contact, add it to the Comments box note something like “DOB ONLY: mm/dd/yyyy”.

* If No SSN - Note the Employee Profile Comments box “NO SSN”