

# APPOINTMENT PROCESSOR INSTRUCTIONS

**DO NOT ENTER POI IN PEOPLESOFT** - 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 (Beg 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"**

<b>San José State University</b>						Profile Print Date:						
<b>Employee Profile</b>		Submit Form to: HR Employee Support Services, Zip 0046										
		Questions? Contact HR Employee Support Services at 924-2250										
1- Effective Date	Action*	Reason*	2- Effective Date	Action*	Reason*	3- Effective Date	Action*	Reason*	4- Effective Date	Action*	Reason*	
08/01/18												
*Action/Reason Codes: Action/Reason codes must be provided for changes in job data or funding sections. For a list of action reason codes, use the hyperlink. Contact HR for any codes not listed. ( <a href="http://www.sjsu.edu/hr/facultyaffairs/rg_tf_action_reason_codes_short_list.pdf">www.sjsu.edu/hr/facultyaffairs/rg_tf_action_reason_codes_short_list.pdf</a> )												
Employee ID	Rcd#	Employee Name		Employee Status		Original Hire Date						
		VISITOR NAME LAST, FIRST MI				08/01/18						
Position No.	Department ID/ Name	Location	Job Code/ Job Code Title	Unit	MPP Job	Date in Job	Reg/ Temp	Full/ Part	FTE	TF- WTU	TF- Fraction	
	XXXX School/Dept	XXXX	0051 Non-Employee tracking code	xxx			Temp		0	0		
Empl Class	FLSA Status	Empl Type	Comp Rate	Probation Code	Prob End Date	Annv Code	Annv Date	Appt End Date	Expected Rtn Dt			
			0.	None				05/30/18				
Grade/Entry Date	Step/Entry Date	Comp Frequency	Actual Comp	Annual Rate	SSI Counter	Union Code						
		NA	\$0.00									
<b>Job History</b>												
Effct	Position	Action/Reason History	Working Title	Dept Name	Time Base	Contct#	TF WTU	TF Fract	Actual Comp	Chg Amt	Chg Pct	Comp Rate
Comments (i.e., special compensation instructions): VISITING RESEARCH SCHOLAR - VOL/UNPAID DOB: mm/dd/yyyy (if known)				Current Funding	Dept	Fund	Prog	Class	Pct	Effct	End Date	Department Name
Note when applicable: "NO SSN"				Change to								
Initiating Official (Please print): CHAIR/DIRECTOR NAME		Signature:	Date:	Phone:	Dept Contact (Name/Phone): ADMIN NAME							
Appointing Official (Please print): MARY C. SCHUTTEN		Signature:	Date:	Phone:	FA Signoff/Date: HR Signoff/Date:							