NAME *Last* *First* *MI*	SSN	Effective Date	Action Code

Appointment Information

Job code *(6-digit#)*	Job Title	Start Date	*End Date	Pay Rate	M / Monthly T / Term	Dept. No. *(5-digit #)*	Department Name	Hours	*Indefinite Code	Primary Y / N	Accrual Y / N
				$							
				$							
				$							
				$							
				$							
				$							
				$							
				$							
				$							
				$							

**** End Date:*** *If appointment has no specified end date, enter* ***99/99/99****. You must then enter the appropiate code in the* ***Indefinite Code column.*** **Indefinite Codes: T - Tenure W - WSLOT U - UFN I - Indefinite*

Distribution Information

Job Title	Account No.	Earn Code	Amount *(Term Appt. Only)*	Percent	Start Date	End Date