ACADEMIC PERSONNEL AUTHORIZATION FORM
(PROV101)

Banner ID: _____Name:_____
                                          Last   First   Middle

❑ New Hire (never employed by Auburn University)
❑ Rehire or have any previous association with Auburn University (has been employed by Auburn University, but has a status of terminated or has been employed by Auburn University but did not convert to Banner, been a student, etc.)
❑ Current part time employee ❑Current full time employee   Foreign National: ❑ Yes ❑ No
❑ 9 mo faculty ❑ 12 mo faculty

Home Org: _____ Home Dept: _____

Check Dist: _____ District/Div: _____ Location ID: _____

Begin Date: _____ End Date: _____

Position #: _____ Suffix: _____ Title: _____

FTE: _____ Hours per Pay: _____ Semi-monthly ❑ Rate $_____ Monthly Rate ❑$_____

Total Semester Salary: $_____ Annual Salary: $_____ FOP: _____

Supervisor's Banner ID: _____   Supervisor's Name: _____

The semi-monthly/monthly rate should be the actual amount to be paid to the employee per payroll period. See instructions for calculation of semi-monthly annual salary for fall and spring semesters and summer term.

Comments:

❑   AFFILIATE Banner Request: Individuals who will NOT be paid by Auburn University.
         ❑   Foreign National Academic Visitor   Title: _____
         ❑   Domestic Academic Visitor   Title: _____

Approval Signatures:

_____   _____
Department Head   Dean

_____
Provost

Date Prepared: _____ Prepared by: _____ Phone #: _____
Notify EPAF Approval GID: _____   Revised 4/2012

Instructions for PROV 101 Form: This form is used to approve new hire or rehire of nine month or twelve month faculty or affiliate academic individuals (not paid by Auburn University). Please complete this form and attach all required hiring paperwork and forward to the Provost Office for approval for units reporting to the provost. All other units need to forward forms and supporting documentation to Human Resources.

Name: as it appears on the Social Security Card.

Home Departmental Organization: a six (6) digit number assigned by finance.

Check Distribution: an alpha/numeric code where the check advice will be sent.

District/Division: a three (3) digit number for the division this department reports to.

Location ID: a six (6) digit number to show the location of the job. This is used for mail outs.

Begin date: the date the job begins (date should be August 16, January 1, or May 16).

End date: the date the job is expected to end (**date must be December 15, May 15, or August 15**).

Position number: the departmental position the employee is assigned to for this assignment. Z job position number is ZJ, the timekeeping location and a zero (example: ZJ4240)

Suffix: a two (2) digit number.

Title: the title given the employee if different from the Position title. If current employee, list current title

FTE: Percent of time of the appointment approved by Provost Office

Hours per Pay: Hours in the month times FTE for which the employee will be paid Example: 173.33x 50% = 86.67(monthly) Example 86.67x 50% = 43.34(semi-monthly)

Semi-Monthly Rate: the actual amount the employee will be paid for each payroll period.

Monthly Rate: the actual amount the employee will be paid for the month.

Total Semester Salary: the actual amount the employee will be paid for the entire semester.

Annual Salary: Calculate **semi-monthly** annual salary as follows:
    Fall semester: amount approved divided by 9 payroll periods times 18.
    Spring semester: amount approved divided by 9 payroll periods times 18.
    Summer Term: amount approved divided by number of pay periods to be paid times six (6).

Comments: Enter any additional information.

Affiliate Banner Request: Check either the foreign national or domestic academic visitor type. Indicate the academic title to be approved by the Provost.

Approval signatures: signatures from the Department, Dean, and Provost offices.

Date Prepared: the date the form was prepared.

Prepared by: the name of the person who prepared the form.

Phone number: the number where the person who prepared the form can be reached.

Notify EPAF Approval GID: Global ID of the person to receive the FYI notification that the EPAF has been applied to the system. Ex: mouseml