



**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:  $173.33 \times 50\% = 86.67$ (monthly) Example  $86.67 \times 50\% = 43.34$ (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