

**PAID SEMI-MONTHLY OR MONTHLY (VISITING SCHOLARS,
CHANGE FROM 9 TO 12 MONTH OR 12 TO 9 MONTH APPOINTMENT
OR OTHERS) AUTHORIZATION FORM**

Banner ID: _____ Name: _____
Last First Middle

New hire (never employed by Auburn University)

Rehire (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)

Current employee Foreign National: Yes No J1: Yes No

9 mo Faculty 12 mo Faculty 12 mo Administrative Professional Other

Home Org: _____ Home Dept: _____

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

Begin Date: _____ End Date: _____

Position #: _____ Suffix: _____ Title: _____

FTE: _____ Hours Per Pay: _____ Monthly Rate Semi-monthly Rate _____

Annual Salary: _____

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

Comments: _____

Approval Signatures:

Department Dean

Provost

Date Prepared: _____ Prepared by: _____ Phone #: _____

Notify EPAF Approval GID: _____

Revised 2/2007

This form is to be used to approve new hire or rehire of nine month or twelve month employees who are hired without the standard recruitment process. Please complete this form and attach all required hiring paperwork according to the EPAF New Hire checklist and forward to 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

End date: the date the job is expected to end

Position number: the departmental position the employee is assigned to for this assignment.

Suffix: a two (2) digit number. Usually 00

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 the payroll.

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

Annual Salary:

Calculate semi-monthly annual salary for **Fall and Spring semester** as follows: semi-monthly rate times 18.

Calculate semi-monthly annual salary for **Summer term** as follows: semi-monthly rate times six (6).

Approval signatures: signatures from the Department, Dean & 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.