



# EMPLOYEE ASSIGNMENT FORM ADDENDUM FOR ADDITIONAL JOBS

<b>Hire Date:</b> (dd/mmm/yy)	<b>Rehire?</b> ___Y ___N	<b>Prev. Vested in Retirement?</b> ___Y ___N <b>If no, Prior Service Credit?</b> ___Yes ___No ___N/A	<b>If Yes to Service Credit, indicate:</b> ___ SUNY ___ Other College/University ___ Research Organization
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PEOPLE DATA		
<b>Last Name:</b>	<b>First Name:</b>	<b>Employee Number:</b>

ASSIGNMENT		
<b>Location:</b>	<b>Status:</b> ___ Active Assignment ___ SUNY Extra Service	
<b>Assignment Category:</b> ___ Exempt Regular ___ Hourly ___ Nonexempt Regular		
<b>Employee Category:</b> ___ Adm ___ SP ___ Agy		
<b>Salary Basis:</b>	<b>FTE:</b>	<b>Appointment Type:</b>

SALARY		
<b>Proposal (Effective) Date:</b> (dd/mmm/yy)	<b>Rate</b> ___ or Annual Salary ___ or Period Salary ___	
<b>Approved:</b> X	<b>Reason:</b>	
<b>Retro Required?</b> ___ No ___ Yes:	<b>Begin Date:</b> (dd/mmm/yy)	<b>Retro End Date:</b> (dd/mmm/yy)

ELEMENT INFORMATION				
<b>Reg Salary Two</b> ___	<b>Period Salary Two</b> ___	<b>Reg Wages One</b> ___	<b>Reg Wages Two</b> ___	<b>Reg Wages Three</b> ___
<b>Job Name:</b>	<b>Grade:</b>	<b>Organization:</b>	<b>Supervisor:</b>	
<b>Work Region:</b>				
Input by:		Date:		

<b>NAME:</b>	<b>Employee #:</b>	<b>SSN:</b>
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LABOR DISTRIBUTION							
Schedule Hierarchy				Schedule Line Changes			
				___ Assignment		___ Element	
Project	Task	Award	Organization	Expenditure Type	LD Start Date	LD End Date	%

Input by:	Date:
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### APPROVALS

This assignment is consistent with sponsored program terms and conditions and with Research Foundation policies.

Project Director/Co-Project Director:

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(Signature)

(Date)

Funds are in the account for this assignment.

Operations Manager:

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(Signature)

(Date)

Additional Campus Signatures as Required:

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(Signature)

(Date)

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(Signature)

(Date)