

## ACADEMIC APPOINTMENT QUICK REFERENCE

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### STUDENTS

<b>Codes</b>	HIR NEW Hire a new student DTA CNW Reappoint a student who is not terminated at the present time REH CNW Rehire a student who is inactive due to a termination. REH REH Appoint a student who is terminated as a casual. If casual is not terminated, then first do TER AEN on casual position.
<b>Prefix</b>	Ms. or Mr. <i>only</i>
<b>Name</b>	Must match tax form (look at middle initial or name on tax forms) Use the middle initial on the NRA's visa and work authorization
<b>Admin Dept Name</b>	Remember the correct branch (xxxx103), Institutes and centers might be different a level 8 department
<b>Work Location</b>	01 Morningside 04 LDEO
<b>Office address</b>	REMEMBER NO CITY STATE OR ZIP CODE
<b>Mailing address</b>	Current address (Blank if same as permanent address)
<b>Home Address</b>	Permanent address. <i>Use mailing address only if different than home.</i> <i>Addresses must match address on tax forms, use US address or NY address.</i>
<b>Work Eligibility</b>	Expiration date is date work authorization (DS2019, I20 etc) expires
<b>Education</b>	List type of degree (ex. BS, MS) Institution (no abbreviations), if state University list specific campus, if foreign university list country, list month (May if not known) and year.  <i>Please note this field is sometimes blank on turnaround PAF.</i>
<b>Tenure Information</b>	NONE. Must write it in on Nomination Form  ON PAF it is 5. None. <i>Please note this field is sometimes blank on turnaround PAF.</i>
<b>Complete University Title</b>	LEAVE BLANK as students do not have University Titles.
<b>Title</b>	Teaching Fellow and Research Fellows for PhD students. GRA, Graduate Research Fellow for students with undergraduate degrees
<b>Appt Type</b>	Secretarial
<b>Comp Rate</b>	Salary that student officer is to receive

<b>Annual Rate</b>	Salary that employee is receiving annualized (ex, \$4000 Sept 1 to Dec 31; annual rate \$12,000)
<b>Salary Type</b>	CNTRCT  <i>REMEMBER IF</i> going from CASUAL to Student officer change salary type on PAF from NAANL to CNTRCT
<b>FT/PT</b>	Student officers are all PART TIME

### Notes and Tips

- Position entry date/ Appt. comp rate Eff date/ Eff Date (at top) must be the same and based on I9 (NRA) or start of appointment
- Remember Academic Titles must have a position department that is one of the 27 Academic appointments. These appointments could have different administrative departments.
- Please confirm social security number on Nomination form with those on tax forms, all the numbers must match.
- NRA's cannot start prior to doing I9 form and Start dates need to match.
- NO NYS195 form for students.
- Invention agreements are needed for research fellow and DRA's and GRA's and Graduate research fellows.