

# Andrews University

## Recommendation for Appointment Form

Employee Type:	<input type="radio"/> New Hire	<input type="radio"/> Current Employee	<input type="radio"/> Rehire
Last Name:	First Name:	ID:	

New/Rehires ONLY	Highest Degree:		SSN:
	Home Address:		City: State/Zip:
	Phone (Work):	(Home/Cell):	Email:
	Does individual hold SDA Ministerial Credentials? <input type="radio"/> Yes <input type="radio"/> No		
	U.S. Citizen/Permanent Resident: <input type="radio"/> Yes; <input type="radio"/> No (If No, what Visa status does/will applicant hold _____)		
	Is individual coming from outside the U.S.? <input type="radio"/> Yes; <input type="radio"/> No		
If yes, is individual: U.S.-based missionary coming home on permanent return? <input type="radio"/> Yes; <input type="radio"/> No			
Coming on an Inter-Division call? <input type="radio"/> Yes; <input type="radio"/> No			
Coming on an Independent Transfer? <input type="radio"/> Yes; <input type="radio"/> No			
Coming with no denominational connection? <input type="radio"/> Yes; <input type="radio"/> No			

Current Employee ONLY (check all that apply)	Appointment type: <input type="radio"/> Hourly to Salary <input type="radio"/> New Budget <input type="radio"/> Replacing Budget (Name of outgoing employee: _____)	Position Adjustment: <input type="radio"/> Change in Rank <input type="radio"/> Change in Title <input type="radio"/> Change in Level and/or Step <input type="radio"/> Change in Remuneration % <input type="radio"/> Change in Salary
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### APPOINTMENT INFORMATION

Department Hiring:		Tenured (Faculty Only): <input type="radio"/> Yes <input type="radio"/> No													
Rank (Faculty Only):		Recommended Title (expertise):													
Effective date of action: ____/____/____ (mm/dd/yyyy)		Amount Budgeted \$													
Recommended Level and Step (Faculty Only):		Remuneration %:	Annual Salary Rate \$												
<input type="radio"/> FA (75-100%)	<input type="radio"/> FF (75-100%)	<input type="radio"/> FP (50-74%)	<input type="radio"/> FT (AA/RMES)												
<input type="radio"/> AF (75-100%)	<input type="radio"/> AP (50-74%)	<input type="radio"/> SA (75-100%)	<input type="radio"/> SF (75-100%)												
<input type="radio"/> SP (50-74%)															
Complete this box <b><i>only</i></b> for NEW/REHIREES ( <b><i>Please check one</i></b> )		<input type="radio"/> New Budget <input type="radio"/> Replacing Budget (Name of outgoing employee: _____)													
Account # to Charge Salary	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px dashed black; width: 25%;"></td> <td style="border-bottom: 1px dashed black; width: 25%;"></td> <td style="border-bottom: 1px dashed black; width: 25%;"></td> <td style="border-bottom: 1px dashed black; width: 25%;"></td> </tr> <tr> <td style="text-align: center;">FUND</td> <td style="text-align: center;">ORGN</td> <td style="text-align: center;">ACCT</td> <td style="text-align: center;">PROG</td> </tr> <tr> <td style="text-align: center;">ACTIVITY</td> <td colspan="2"></td> <td style="text-align: center;">%</td> </tr> </table>							FUND	ORGN	ACCT	PROG	ACTIVITY			%
FUND	ORGN	ACCT	PROG												
ACTIVITY			%												

Special circumstances applicable?  Yes  No (If Yes, use the space provided below or attach a memo)

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APPROVAL SIGNATURES	First Level Supervisor:	ID#	Date:
	Next Level Supervisor:	ID#	Date:
	Vice President/Provost:	ID#	Date:
	Controller:	ID#	Date:
	HR Director:	ID#	Date:

### Human Resources Use Only

I-9 Received Date: _____	Parsonage applicable (see Ministerial Credential above): <input type="radio"/> Yes <input type="radio"/> No
<input type="radio"/> Received (US Citizen/PR) <input type="radio"/> Temp (Visa Expire: _____)	Position #: _____ SSL/year (fac only): _____
Hire Letter completed: _____ Financial Clearance: _____	Table (fac only): ___ Grade: _____ Step (fac only): _____