

Paperwork Flow for New Faculty Appointment - Paid

Department initiates and sends to ASA	Offer letter signed by department chair, Dean and faculty Faculty Appointment Form (blue form) with Chair's signature Regents contract (if applicable) Current CV, current medical license, med school diploma, residency certificate or board certification*
AFS completes and sends copies to ASA	HRIS with signature & Budget Adjustment Form (if applicable)
ASA approves and sends to Faculty Affairs	Blue form with Dean's signature Regents contract (if applicable) with Dean's signature Copy of signed HRIS & Budget Adjustment Form (if applicable) Copy of offer letter Copy of CV, etc.* Adds Appointment Letter with Dean's signature
Faculty Affairs reviews for consistency and compliance with Faculty Handbook	Offer Letter Blue form Regents contract (if applicable) HRIS form Budget Adjustment Form (if applicable) Offer Letter Appointment Letter
Faculty Affairs sends to Budget to ASA	HRIS form with Vice Chancellor's signature and Budget Adjustment Form (if applicable) Copy of blue form with Vice Chancellor's signature Appointment Letter or Regents contract with Vice Chancellor's signature
AFS sends to Budget	HRIS form
Budget sends to Payroll	HRIS form with Budget approval
Payroll actions	Match HRIS form with Employee Personnel Information Data Form (PID) completed by new faculty hire Assign employee ID number and notifies Faculty Affairs Enter demographic data from PID into PeopleSoft
Faculty Affairs action	Enter faculty appointment information from blue form (title, department, FTE, tenure status, etc) into PeopleSoft
School and Departments	Faculty data available for view in PeopleSoft