



### Appointment Memo

Date: \_\_\_\_\_ Department/College Name: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Is this employee already in the Omni System? Yes:  No:

Who will enter this appointment in OMNI, ODL or Department? ODL:  Department:

EMPLID: \_\_\_\_\_ Job Code/Title: \_\_\_\_\_

Supervisor EMPLID: \_\_\_\_\_ Appointment FTE: \_\_\_\_\_

Is employee a student? Yes:  If yes, ODL portion of tuition hours to pay: \_\_\_\_\_ (e.g., 0, 4, 5, 9, etc.)

OPS:  Salaried:  Termination:  One-Time Pay:

Is this appointment a mentor/TA for a course(s)? Yes:  No:

Is this appointment split between accounts? Yes:  No:

*(Include all account numbers used, including department numbers or grant numbers for this appointment.)*

DL AUX Account Number-fund: \_\_\_\_\_ Distribution: \_\_\_\_\_

DL AUX Account Number-fund: \_\_\_\_\_ Distribution: \_\_\_\_\_

Account Code for other budget used for this appointment funding: \_\_\_\_\_

*Note: The distribution of all accounts used should equal 1. Ex: If appt. funding uses only one budget: DL AUX Account Number-fund 107003-320 Distribution 1*

Is this appointment associated with a course(s)? Yes:  No:

If No, explain exception:

Enter course AND section numbers to expedite approval:

Course ID: \_\_\_\_\_ Section(s): \_\_\_\_\_

Course ID: \_\_\_\_\_ Section(s): \_\_\_\_\_

Dual Comp? Yes:  No:  New appointment to FSU (or no appt. within last 6 mos.)? Yes:  No:

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Total Pay: \$ \_\_\_\_\_ Biweekly Pay: \$ \_\_\_\_\_ Hourly Rate: \$ \_\_\_\_\_

Comments:

ODL - Project Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair/Director: \_\_\_\_\_ Date: \_\_\_\_\_

Department Dean or Designee: \_\_\_\_\_ Date: \_\_\_\_\_

ODL - Director or Designee: \_\_\_\_\_ Date: \_\_\_\_\_

For ODL Budget Representative Only

Budget Available: Yes:  No:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_