

## Temporary Appointment Form Information

### SALARIED TEMPORARY APPOINTMENTS

#### Must meet Federal FLSA Standards

To be paid on a salaried basis, the work must meet FLSA exemption guidelines. Contact your HR Rep with questions on FLSA criteria.

#### Appointment Codes

If the employee currently holds a BENEFITS ELIGIBLE position, then select the S01 or S02 appointment codes for the temp position.

If the person does NOT have a benefits eligible position, use either the S03 or S04 codes for the temp position.

#### Contract vs. Annual Payment type

**CONTRACT** - for appointments not paid on an annual basis. Pays the salary amount over a specific number pay periods based on the start and end dates of the appointment.

**ANNUAL** - will divide the salary amount by 26 equal pay periods regardless of the start and end dates of the appointment. If the appointment is less than one year, the employee will only earn the appropriate portion of the annual base salary:-

**EXAMPLE:** You are paying an employee \$10,000 for the time frame between 9/8/08 and 11/30/08.

If you choose the Salaried, Annual Salary appointment type, the system will divide the payment by 26 pay periods (the # of pay periods annually).

$\$10,000 / 26 = \$384.62$  per pay period.

$\$384.62 \times 6$  pay periods = \$2,307.72.

Thus the employee will only receive \$2,307.72 since they are only being paid for 6 pay periods.

If you choose the Salaried, Pay over specific contract period, the system will pay the entire \$10,000 over the 6 pay periods.

$\$10,000 / 6 = \$1,666.67$  per pay period.

### HOURLY TEMPORARY APPOINTMENTS

#### Appointment Codes

If the employee currently holds a BENEFITS ELIGIBLE position, then select the H00 appointment code for the temp position.

If the person does NOT have a benefits eligible position, use the H01 code for the temp position.

The H02 code is a special designator for MILLER AUDITORIUM temps only.

Use H03 for non-enrolled students working on the Staff payroll.

#### Submit Hours to KRONOS

You must enter hours to the KRONOS system for ALL hourly appointments, even those one day or less in duration.

### 'LATE' Hourly Temporary Appointments

If you submit an appointment for work done in the past (e.g. the work was done February 4 thru March 21 and you are submitting the form on June 25), you MUST complete a KRONOS correction sheet; the person will not appear on KRONOS since the appointment is considered terminated and not 'current'.

