

Sample 1: Extending appointment end date and pay rate change

Department of Human Resource
Northwestern University
720 University Place
Evanston Campus

NORTHWESTERN UNIVERSITY Appointment Form

Form Print Date: 27-FEB-24 09:47 AM Record Number: 0

Employee Name:
Print last name first, first name, middle initial

University ID No:

Job Data

Last Action Effective Date: 01-DEC-23 Action: DTA Reason: REA

Work Location HR. Status: Active

Effective Date:

Action/Reason:
Action Reason Action Reason Action Reason


Position Number: Expected LOA Return Date:

Department: 348093 MCC Mechanical Location: 4090 Primary Job: P

Job Information

Job Code: Res Asst Standard Hours: 12 Suite or Room No:

Payroll NW Faculty Tenure
Paygroup: Tenure Status:

Compensation
Compensation Rate:  Tenure Review Date:
Expected Tenure Begin Date:

NW Job Data

Appointment End Date: **OR** Check here if Indefinite End to Appointment ☐

Scheduled Pay Periods: 12 Percent Full Time: 0 Annual FTE Salary:

Contract Period: Appointment Indicator:

Annual Renewable: Exclude Merit Base Sal:

Acad Appt Type: Primary Role: Short Notice:

Check Addr Code: Expense Supervisor Posn#: Approver:

NW Reports To

Conflict of Interest Posn#: Performance Evaluation: Posn#:

Approver: Approver:

Training: Posn#: Time Card/Leave Accrual: Posn#:

Approver: Approver:

Authorization Name (Print)	Authorization Name (Signature)	Phone	Date

Jo,Eunae
Business Admin 5
MCC Mechanical Engineering
TECH
2145 Sheridan Rd
#B224
Evanston


No changes to position 

NORTHWESTERN UNIVERSITY
Position Data Form

Form Print Date: 27-FEB-24 09:47 AM

Univ Title: Posn #: Incumbent:


Position Information	
Effective Date <input type="text"/>	
Action/Reason: <input type="text"/> <input type="text"/>	Position Status: <input type="text" value="A"/>

Job Information: 

Job Code: Dept Title:

Work Location

Department #: Std Hours: Reports To: Location:

NW Position Data 

Position End Date: **OR** Check here if Indefinite End to Position: ☒

Comment:

Position Type: Posn Category: Sched Pay Periods: % Full Time:

Tenure Track: Y / N Salary Admin Unit:

Information	
Max Head Count: <input type="text" value="1"/>	Budgeted Salary: <input type="text" value="0"/>

NW Position Distribution (Current Funding)

Perc	Fund	FN Dept	Project	Act	Prog	Chart Field	Account	Start Date	Stop Date
100.0000	610	4734007	60061865	01			60076	01-DEC-23	29-FEB-24

Previous Funding

Perc	Fund	FN Dept	Project	Act	Prog	Chart Field	Account	Start Date	Stop Date
100.0000	610	8215700	60061865	01			60076	01-SEP-23	30-NOV-23
100.0000	610	4734000	60054034	01			60076	01-SEP-21	31-MAY-22
100.0000	610	4734000	60054034	01			60076	01-DEC-20	31-AUG-21

Authorization Name (Print)	Authorization Name (Signature)	Phone	Date

Sample 2: Terminating an appointment - last day 1/31/24

Department of Human Resource
Northwestern University
720 University Place
Evanston Campus

NORTHWESTERN UNIVERSITY Appointment Form

Form Print Date: 27-FEB-24 09:47 AM Record Number: 0

Employee Name:
Print last name first, first name, middle initial

University ID No:

Job Data

Last Action Effective Date: 01-DEC-23 Action: DTA Reason: REA

Work Location

HR. Status:



Effective Date:

Action/Reason:
Action Reason Action Reason Action Reason

Position Number: Expected LOA Return Date:

Department: Location: Primary Job:

Job Information

Job Code: Standard Hours: Suite or Room No:

Payroll

Paygroup:

NW Faculty Tenure

Tenure Status:

Compensation

Compensation Rate:

Tenure Review Date:

Expected Tenure Begin Date:

NW Job Data

Appointment End Date: **OR** Check here if Indefinite End to Appointment ☐

Scheduled Pay Periods: Percent Full Time: Annual FTE Salary:

Contract Period: Appointment Indicator:

Annual Renewable: Exclude Merit Base Sal:

Acad Appt Type: Primary Role: Short Notice:

Check Addr Code: Expense Supervisor Posn#: Approver:

NW Reports To

Conflict of Interest Posn#: Performance Evaluation: Posn#:

Approver: Approver:

Training: Posn#: Time Card/Leave Accrual: Posn#:

Approver: Approver:

Authorization Name (Print)	Authorization Name (Signature)	Phone	Date

No changes to position

Jo,Eunae
Business Admin 5
MCC Mechanical Engineering
TECH
2145 Sheridan Rd
#B224
Evanston

NORTHWESTERN UNIVERSITY

Position Data Form

Form Print Date: 27-FEB-24 09:47 AM

Univ Title: Posn #: Incumbent:

Position Information

Effective Date

Action/Reason:

Position Status:

Job Information:

Job Code: Dept Title:

Work Location

Department #: Std Hours: Reports To: Location:

NW Position Data

Position End Date: **OR** Check here if Indefinite End to Position: ☒

Comment:

Position Type: Posn Category: Sched Pay Periods: % Full Time:

Tenure Track: Y / N Salary Admin Unit:

Information

Max Head Count:

Budgeted Salary:

NW Position Distribution (Current Funding)

Perc	Fund	FN Dept	Project	Act	Prog	Chart Field	Account	Start Date	Stop Date
100.0000	610	4734007	60061865	01			60076	01-DEC-23	29-FEB-24

Previous Funding

Perc	Fund	FN Dept	Project	Act	Prog	Chart Field	Account	Start Date	Stop Date
100.0000	610	8215700	60061865	01			60076	01-SEP-23	30-NOV-23
100.0000	610	4734000	60054034	01			60076	01-SEP-21	31-MAY-22
100.0000	610	4734000	60054034	01			60076	01-DEC-20	31-AUG-21

Authorization Name (Print)	Authorization Name (Signature)	Phone	Date

Sample 3: Rehiring into an old appointment, new pay rate

Department of Human Resource
Northwestern University
720 University Place
Evanston Campus

NORTHWESTERN UNIVERSITY Appointment Form

Form Print Date: 27-FEB-24 09:47 AM Record Number: 2

Employee Name:
Print last name first, first name, middle initial

University ID No:

Job Data

Last Action Effective Date: 01-SEP-23 Action: TER Reason: EXP

Work Location HR. Status: Terminated

Effective Date:

Action/Reason:
Action Reason Action Reason Action Reason

Position Number: Expected LOA Return Date:

Department: 351593 MCC Materials S Location: 1300 Primary Job: P

Job Information

Job Code: Res Asst Standard Hours: 12 Suite or Room No:

Payroll
Paygroup: **NW Faculty Tenure**
Tenure Status:

Compensation
Compensation Rate: Tenure Review Date:
Expected Tenure Begin Date:

NW Job Data

Appointment End Date: **OR** Check here if Indefinite End to Appointment ☐

Scheduled Pay Periods: 12 Percent Full Time: 0 Annual FTE Salary:

Contract Period: Appointment Indicator:

Annual Renewable: Exclude Merit Base Sal:

Acad Appt Type: Primary Role: Short Notice:

Check Addr Code: Expense Supervisor Posn#: Approver:

NW Reports To

Conflict of Interest Posn#: Performance Evaluation: Posn#:

Approver: Approver:

Training: Posn#: Time Card/Leave Accrual: Posn#:

Approver: Approver:

Authorization Name (Print)	Authorization Name (Signature)	Phone	Date

No changes to position

Hall, Marilyn Logan
Business Admin 6
MCC Materials Science & Engg
COOK
2220 Campus Dr
#2036
Evanston

NORTHWESTERN UNIVERSITY

Position Data Form

Form Print Date: 27-FEB-24 09:47 AM

Univ Title: Posn #: Incumbent:

Position Information

Effective Date

Action/Reason:

Position Status:

Job Information:

Job Code: Dept Title:

Work Location

Department #: Std Hours: Reports To: Location:

NW Position Data

Position End Date: **OR** Check here if Indefinite End to Position: ☒

Comment:

Position Type: Posn Category: Sched Pay Periods: % Full Time:

Tenure Track: Y / N Salary Admin Unit:

Information

Max Head Count:

Budgeted Salary:

NW Position Distribution (Current Funding)

Perc	Fund	FN Dept	Project	Act	Prog	Chart Field	Account	Start Date	Stop Date

Previous Funding

Perc	Fund	FN Dept	Project	Act	Prog	Chart Field	Account	Start Date	Stop Date
100.0000	610	8214100	60052982	01			60076	01-SEP-23	31-DEC-23
100.0000	610	8214100	60052982	01			60076	01-AUG-23	31-AUG-23
100.0000	610	4735000	60047344	01			60076	01-JUL-23	31-JUL-23

Authorization Name (Print)	Authorization Name (Signature)	Phone	Date

NORTHWESTERN UNIVERSITY

Appointment Form

Form Print Date: 27-FEB-24 09:47 AM Record Number: 1

Employee Name:

Danvers, Carol

Print last name first, first name, middle initial

University ID No:

3210123

Job Data

Last Action

Effective Date: 01-JAN-24

Action: DTA

Reason: REA

Work Location

HR. Status:

Active

Effective Date:

6/1/24

Action/Reason:

HIR

ADD

Action

Reason

Action

Reason

Action

Reason

Position Number:

NEW

Expected LOA Return Date:

Department:

351593

MCC Materials S

Location: 1300

Primary Job:

P

Job Information

Job Code:

Res Asst

Standard Hours:

12

Suite or Room No:

Payroll

Paygroup:

Mo Grad Wg

NW Faculty Tenure

Tenure Status:

Tenure Review Date:

Expected Tenure Begin Date:

Compensation

Compensation Rate:

3080

~~3180~~

NW Job Data

Appointment End Date:

31-AUG-24

OR

Check here if Indefinite End to Appointment

Scheduled Pay Periods:

12

Percent Full Time:

0

Annual FTE Salary:

38160

Contract Period:

4

Appointment Indicator:

Annual Renewable:

N

Exclude Merit Base Sal:

Acad Appt Type:

Primary Role:

Y

Short Notice:

Check Addr Code:

5345

Expense Supervisor Posn#:

00006304

Approver:

Hall, Marilyn Logan

NW Reports To

Conflict of Interest

Posn#:

00006304

Performance Evaluation:

Posn#:

00006304

Approver:

Hall, Marilyn Logan

Approver:

Hall, Marilyn Logan

Training:

Posn#:

00006304

Time Card/Leave Accrual:

Posn#:

00006304

Approver:

Hall, Marilyn Logan

Approver:

Hall, Marilyn Logan

Authorization Name (Print)	Authorization Name (Signature)	Phone	Date

Hall,Marilyn Logan
Business Admin 6
MCC Materials Science & Engg
COOK
2220 Campus Dr
#2036
Evanston

NORTHWESTERN UNIVERSITY

Position Data Form

Form Print Date: 27-FEB-24 09:47 AM

Univ Title: Posn #: Incumbent:

Position Information

Effective Date

Action/Reason:

Position Status:



Job Information:

Job Code: Dept Title:

Work Location

Department #: Std Hours: Reports To: Location:

NW Position Data

Position End Date: **OR** Check here if Indefinite End to Position: ☒

Comment:

Position Type: Posn Category: Sched Pay Periods: % Full Time:

Tenure Track: Y / N Salary Admin Unit:

Information

Max Head Count:

Budgeted Salary:

NW Position Distribution (Current Funding)

Perc	Fund	FN Dept	Project	Act	Prog	Chart Field	Account	Start Date	Stop Date
100.0000	610	8214100	60052982	01			60076	01-SEP-23	31-AUG-24



Previous Funding

Perc	Fund	FN Dept	Project	Act	Prog	Chart Field	Account	Start Date	Stop Date

Authorization Name (Print)	Authorization Name (Signature)	Phone	Date

Sample 5: Only have TGS record (99), need to set up appointment in home department (93)

Department of Human Resource
Northwestern University
720 University Place
Evanston Campus

NORTHWESTERN UNIVERSITY
Appointment Form

Form Print Date: 27-FEB-24 10:24 AM Record Number: 1



Employee Name:
Print last name first, first name, middle initial

University ID No:

Job Data

Last Action Effective Date: 01-SEP-23 Action: REH Reason: REA

Work Location HR. Status: Active

Effective Date:

Action/Reason:

Action Reason Action Reason Action Reason

Position Number: Expected LOA Return Date:

NEW

Department: WCAS History Location: 2427 Primary Job: P

Job Information

Job Code: FellowInt Standard Hours: 12 Suite or Room No:

Payroll Paygroup:

Compensation Compensation Rate:

NW Faculty Tenure Tenure Status:

Tenure Review Date:

Expected Tenure Begin Date:

NW Job Data

Appointment End Date: **OR** Check here if Indefinite End to Appointment ☐

Scheduled Pay Periods: 12 Percent Full Time: 0 Annual FTE Salary:

Contract Period: Appointment Indicator:

Annual Renewable: Exclude Merit Base Sal:

Acad Appt Type: Primary Role: Short Notice:

Check Addr Code: Expense Supervisor Posn#: Approver:

NW Reports To

Conflict of Interest Posn#: Performance Evaluation: Posn#:

Approver: Approver:

Training: Posn#: Time Card/Leave Accrual: Posn#:

Approver: Approver:

Authorization Name (Print)	Authorization Name (Signature)	Phone	Date

Cano, Annerys
Business Admin 2
WCAS History
HARRIS
1881 Sheridan Rd
#202
Evanston

NORTHWESTERN UNIVERSITY

Position Data Form

Form Print Date: 27-FEB-24 10:24 AM

Research Assistant TGS

NEW

Univ Title: Fellowship (Internally Funded)

Posn #: 00044516

Incumbent: Fury, Nicholas

Position Information

Effective Date

Action/Reason:

Position Status: A

Job Information:

100023



Research Assistant TGS

Job Code: 100009

Dept Title: Fellowship (Internally Funded)

Work Location

Department #: 275799

Std Hours: 12

Reports To: 00011433

Location: 2427

NW Position Data

Position End Date:

OR

Check here if Indefinite End to Position:

X

Comment:

Position Type: STU

Posn Category: GRA

Sched Pay Periods: 12

% Full Time: 0

Tenure Track:

N

Y / N

Salary Admin Unit:

275799

Information

1



Max Head Count: 35

Budgeted Salary:

0

NW Position Distribution (Current Funding)

Perc	Fund	FN Dept	Project	Act	Prog	Chart Field	Account	Start Date	Stop Date
100.0000	110	1300010					78060	01-SEP-23	X



Previous Funding

Perc	Fund	FN Dept	Project	Act	Prog	Chart Field	Account	Start Date	Stop Date
100.0000	450	1300000	40004933	01			78050	01-SEP-21	31-AUG-23

Authorization Name (Print)	Authorization Name (Signature)	Phone	Date