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

Employee Name:		Van Dyne	e,Janet		
	Print last name first, first name, m	niddle intitial			
University ID No:	2953333				
Job Data					
	Last Action	Effective Date: (1-DEC-23 Acti	ion: DTA Rea	ason: REA
Work Location	HR. Status: Activ	/e			
Effective Date:	3/1/24				
Action/Reason:	DTA REA Action Reason	Action	Reason	Action	Reason
Position Number:	00018843	Expected LOA	Return Date:		
Department:	348093 MCC M	echanical Loc	ation: 4090	Primary .	Job: P
Job Information					
Job Code: Res Asst	Standard		Suite or Roo	m No:	
Payroll Paygroup:	Mo Grad Wg	NW Faculty 1 Tenure Status			
Compensation	2447	Tenure Reviev	w Date:		
Compensation Rate:	3417 3080 루	Expected Ten	ure Begin Date:		
NW Job Data	31-AUG-2024				
Appointment End Date:	-29-FEB-24	OR Check h	ere if Indefinite I	End to Appoint	ment
Scheduled Pay Periods:	12 Percent F	ull Time: 0	Annual FTE Sa	lary: 3696	0
Contract Period:	3 Appointme	ent Indicator:			
Annual Renewable:	N Exclude N	lerit Base Sal:			
Acad Appt Type:		Primary Role:	Y Sho	ort Notice:	
Check Addr Code: 534	1 Expense Supe	ervisor Posn#: 0000 ²	1067 Approv	ver: Cao,	Jian
NW Reports To Conflict of Interest Posn	#: 00001067	Performance E	valuation: Pos	sn#: 0000	1067
Appro	over: Cao,Jian		Approver	Cao,	Jian
Training: Posn	#: 00001067	Time Card/Leav	ve Accrual: Pos	sn#: 0000	1067
Approv	ver: Cao,Jian		Approver	Cao,	Jian
		1			
Authorization Name (P	<u>rint)</u>	Authorization Nam	e (Signature)	Phone	Date

Jo,Eunae	No changes to position 📃
Business Admin 5 MCC Mechanical Engineering TECH	NORTHWESTERN UNIVERSITY Position Data Form
2145 Sheridan Rd #B224	
Evanston	Form Print Date: 27-FEB-24 09:47 AM
Univ Title: Research Assistant TGS Po	osn #: 00018843 Incumbent: Van Dyne,Janet
Position Information Effective Date	
Action/Reason:	Position Status: A
Job Information:	
Job Code: 100023 Dept Title: Res	search Assistant
Work LocationDepartment #:348093Std Hours:12	Reports To: 00047197 Location: 1293
NW Position Data Position End Date:	OR Check here if Indefinite End to Position:
Comment:	
Position Type: STU Posn Category:	GRA Sched Pay Periods: 12 % Full Time: 0
Tenure Tra	ck: N Y / N Salary Admin Unit:
Information Max Head Count: 1	Budgeted Salary: 0
NW Position Distribution (Current Funding)	
Perc Fund FN Dept Project Ad	
100.0000 610 4734007 60061865 01	60076 01-DEC-23 29-FEB-24
Previous Funding	
Perc Fund FN Dept Project Ac	
100.0000 610 8215700 60061865 01 100.0000 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 (Drint)	therization Name (Signature) Rhane Date
Authorization Name (Print)	uthorization 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

Employee Name:		Van Dyne, Janet							
	Print last name first, first name, m	Print last name first, first name, middle intitial							
University ID No:	2953333								
Job Data	Last Action	F	ffective Date: 0	1-DEC-23	Act	ion: DTA	Re	ason:	REA
		L	nective Date. C	11-DEC-23	701			43011.	
Work Location	HR. Status: Activ	е							
Effective Date:	2/1/24								
Action/Reason:	TEREXPActionReason		Action	Reason		Acti	ion		Reason
Position Number:	00018843		Expected LOA	Return Da	ite:				
Department:	348093 MCC M	echani	cal Loc	ation: 409	0	Prim	hary .	Job:	Р
Job Information									
Job Code: Res Asst	Standard	Hours		Suite or	Roc	om No:			
Payroll Paygroup:	Mo Grad Wg		NW Faculty T Tenure Status						
Compensation			Tenure Review	v Date:					
Compensation Rate:	3080		Expected Ten	ure Begin D	Date:	Γ			
NW Job Data	31-JAN-24								
Appointment End Date:	-29-FEB-24		OR Check h	ere if Indef	inite	End to Ap	point	ment	
Scheduled Pay Periods:	12 Percent F	ull Tim	ie: 0	Annual FT	E Sa	lary:	3696	0	
Contract Period:	3 Appointme	ent Inc	licator:						
Annual Renewable:	N Exclude M	lerit B	ase Sal:						
Acad Appt Type:		Prima	ry Role:	Υ	Sho	ort Notice:]
Check Addr Code: 534 NW Reports To	1 Expense Supe	rvisor	Posn#: 00001	067 A	ppro	ver:	Cao,	Jian	
Conflict of Interest Posn	#: 00001067		Performance Ev	aluation:	Pos	sn#:	0000	1067	
Appro	over: Cao,Jian			Аррі	over	: [Cao,	Jian	
Training: Posn	#: 00001067		Time Card/Leav	ve Accrual:	Pos	sn#:	0000	1067	
Approv	/er: Cao,Jian			Аррі	over	: [Cao,	Jian	
				(0)					
Authorization Name (P	rint)	Auti	norization Nam	e (Signatu	re)	Phone		Date	

Jo,Eunae	No changes to position
Business Admin 5 MCC Mechanical Engineering TECH 2145 Sheridan Rd	NORTHWESTERN UNIVERSITY Position Data Form
#B224 Evanston	Form Print Date: 27-FEB-24 09:47 AM
Univ Title: Research Assistant TGS Posi	n #: 00018843 Incumbent: Van Dyne,Janet
Position Information Effective Date	
Action/Reason:	Position Status: A
Job Information:	
Job Code: 100023 Dept Title: Resea	arch Assistant
Work LocationDepartment #:348093Std Hours:12	Reports To: 00047197 Location: 1293
NW Position Data Position End Date:	OR Check here if Indefinite End to Position: X
Comment:	
Position Type: STU Posn Category: G	RA Sched Pay Periods: 12 % Full Time: 0
Tenure Track	: N Y / N Salary Admin Unit:
Information Max Head Count: 1	Budgeted Salary: 0
NW Position Distribution (Current Funding)	ChartStart Stop
Perc Fund FN Dept Project Act 100.0000 610 4734007 60061865 01	Prog Field Account Date Date 60076 01-DEC-23 29-FEB-24
Previous Funding	
PercFundFN DeptProjectAct100.000061082157006006186501100.000061047340006005403401100.000061047340006005403401	ChartStartStopProgFieldAccountDateDate6007601-SEP-2330-NOV-236007601-SEP-2131-MAY-226007601-DEC-2031-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

Employee Name:		Rogers, Steven			
	Print last name first, first name, middle intitial				
University ID No:	3245555				
Job Data					
	Last Action E	ffective Date: 01-SEP-23 Action: T	ER Reason: EXP		
Work Location	HR. Status: Terminated				
Effective Date:	6/1/24				
Action/Reason:	REHREAActionReason	Action Reason	Action Reason		
Position Number:	00094715	Expected LOA Return Date:			
Department:	351593 MCC Materials	S Location: 1300 P	rimary Job: P		
Job Information					
Job Code: Res Asst Payroll Paygroup:	Standard Hours Mo Grad Wg	12 Suite or Room No: NW Faculty Tenure Tenure Status:			
Compensation	2000	Tenure Review Date:			
Compensation Rate:	3080 3033 Expected Tenure Begin Date:				
NW Job Data					
Appointment End Date:	31-AUG-24 31-AUG-23	<u>OR</u> Check here if Indefinite End to	Appointment		
Scheduled Pay Periods:	12 Percent Full Tim	e: 0 Annual FTE Salary:	35196		
Contract Period:	3 Appointment Inc	licator:			
Annual Renewable:	N Exclude Merit B	ase Sal:			
Acad Appt Type:	Prima	ry Role: Y Short Noti	ce:		
Check Addr Code:534NW Reports To534Conflict of InterestPosn	#: 00006304	Performance Evaluation: Posn#:	Hall,Marilyn Logan		
Appro		Approver:	Hall,Marilyn Logan		
Training: Posn	#: 00006304	Time Card/Leave Accrual: Posn#:	00006304		
Аррго	ver: 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	No changes to position NORTHWESTERN UNIVERSITY Position Data Form				
Evanston	Form Print Date: 27-FEB-24 09:47 AM				
Univ Title: Research Assistant TGS Pos	sn #: 00094715 Incumbent:				
Position Information Effective Date					
Action/Reason:	Position Status: A				
Job Information:					
Job Code: 100023 Dept Title: Rese	earch Assistant TGS				
Work LocationDepartment #:351593Std Hours:12	Reports To: 00006304 Location: 1300				
·					
NW Position Data Position End Date:	<u>OR</u> Check here if Indefinite End to Position: X				
Comment:					
Position Type: STU Posn Category:	GRA Sched Pay Periods: 12 % Full Time: 0				
Tenure Trac	k: N Y / N Salary Admin Unit: 351593				
Information Max Head Count: 1	Budgeted Salary: 0				
NW Position Distribution (Current Funding)					
Perc Fund FN Dept Project Act					
├───┤├───┤├───┤├───┤├──					
Previous Funding	Chart Start Stop				
Perc Fund FN Dept Project Act	Prog Field Account Date Date				
100.000061082141006005298201100.000061082141006005298201	60076 01-SEP-23 31-DEC-23 60076 01-AUG-23 31-AUG-23				
100.0000 610 4735000 60047344 01	60076 01-JUL-23 31-JUL-23				
Authorization Name (Print) Au	thorization Name (Signature) Phone Date				

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

Sample 4: Using a different student's form as a template when your Department of Human Resource student does not have a prior appointment of the type you need Northwestern University 720 University Place

Evanston	Campus

NORTHWESTERN UNIVERSITY

Appointment Form

		-	<mark></mark>				
Employee Name:	Print last name first, first name, m		tial				
University ID No:	3210123						
Job Data							
	Last Action	E	ffective Date: 0	1-JAN-24 Act	ion: DTA	A Reason	: REA
Work Location	HR. Status: Activ	/e					
Effective Date:	6/1/24						
Action/Reason:	HIR ADD Action Reason		Action	Reason	Ac	tion	Reason
Position Number:	NEW		Expected LOA	Return Date:			
Department:	351593 MCC M	aterials	S Loca	ation: 1300	Prir	mary Job:	Р
Job Information							
Job Code: Res Asst	Standard	Hours:	12	Suite or Roo	om No:		
Payroll			NW Faculty T		Г		
Paygroup:	Mo Grad Wg		Tenure Status		l		
Compensation			Tenure Review	v Date:	[
Compensation Rate:	3080 3180		Expected Ten	ure Begin Date:	[
NW Job Data							
Appointment End Date:	31-AUG-24		OR Check h	ere if Indefinite	End to A	opointmen	t
Scheduled Pay Periods:	12 Percent F	ull Tim	e: 0	Annual FTE Sa	alary: [38160	
Contract Period:	4 Appointme	ent Ind	icator:				
Annual Renewable:	N Exclude M	lerit Ba	ase Sal:				
Acad Appt Type:		Prima	ry Role:	Y She	ort Notice):	
Check Addr Code: 534	5 Expense Supe	ervisor	Posn#: 00006	304 Appro	ver:	Hall,Marily	/n Logan
NW Reports To Conflict of Interest Posn	#: 00006304		Performance Ev	valuation: Pos	sn#: [00006304	
Appro	over: Hall,Marilyn Loga	n		Approver	: [Hall,Marily	/n Logan
Training: Posn	#: 00006304		Time Card/Leav	ve Accrual: Pos	sn#: [00006304	
Approv	ver: Hall,Marilyn Loga	n		Approver	: [Hall,Marily	/n Logan
Authorization Name (P	rint)	Auth	orization Nam	e (Signature)	Phone	Da	te

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: Research Assistant TGS Posn a	#: NEW Incumbent:
Position Information Effective Date	P
Action/Reason:	Position Status: A
Job Information:	
Job Code: 100023 Dept Title: Researce	ch Assistant
Work LocationDepartment #:351593Std Hours:12	Reports To: 00047197 Location: 1300
NW Position Data Position End Date:	OR Check here if Indefinite End to Position: X
Comment:	
Position Type: STU Posn Category: GR	
Tenure Track:	N Y / N Salary Admin Unit: 351500
Information Max Head Count: 1	Budgeted Salary: 0
NW Position Distribution (Current Funding)	
Perc Fund FN Dept Project Act 100.0000 610 8214100 60052982 01	Chart Start Stop Prog Field Account Date Date 60076 01-SEP-23 31-AUG-24 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
Previous Funding	
Perc Fund FN Dept Project Act	Chart Start Stop Prog Field Account Date Date Image: Start Image: Start Date Image: Start 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

1

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Form Print Date: 27-FEB-24 10:24 AM Record Number: -0

Employee Name:	Fury, Nicholas		
	Print last name first, first name, middle int	itial	
University ID No:	3249999		
Job Data	Last Action E	Effective Date: 01-SEP-23 Action: R	REH 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 00044516-	Expected LOA Return Date:	
Department:	93 275799- WCAS History	Location: 2427 F	Primary Job: P
Job Information			
Job Code: FellowInt Payroll Paygroup:	Standard Hours	NW Faculty Tenure Tenure Status:	
Compensation		Tenure Review Date:	
Compensation Rate:	3080	Expected Tenure Begin Date:	
NW Job Data			
Appointment End Date:	31-AUG-24	<u>OR</u> Check here if Indefinite End to	Appointment
Scheduled Pay Periods:	12 Percent Full Tim	ne: 0 Annual FTE Salary:	36960
Contract Period:	12 Appointment Inc	dicator:	
Annual Renewable:	N Exclude Merit B	ase Sal:	
Acad Appt Type:	Prima	ary Role: Y Short Noti	ice:
Check Addr Code: 395	3 Expense Supervisor	Posn#: 00072010 Approver:	Cano, Annerys
NW Reports To Conflict of Interest Posn	#: 00072010	Performance Evaluation: Posn#:	00072010
Appr	over: Cano,Annerys	Approver:	Cano,Annerys
Training: Posn	#: 00072010	Time Card/Leave Accrual: Posn#:	00072010
Approv	ver: Cano,Annerys	Approver:	Cano, Annerys
Authorization Name (P	Print)	horization Name (Signature) Phon	e Date

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

 Image: Constraint of the second s

Cano,Annerys Business Admin 2 WCAS History HARRIS 1881 Sheridan Rd #202	NORTHWESTERN UNIVERSITY Position Data Form
Evanston	Form Print Date: 27-FEB-24 10:24 AM
Research Assistant TGS Univ Title: Fellowship (Internally Funded) Pos	NEW n #: 00 044516 Incumbent: Fury, Nicholas
Position Information Effective Date	
Action/Reason:	Position Status: A
	esearch Assistant TGS wship (Internally Funded)
Work LocationDepartment #:275799Std Hours:12	Reports To: 00011433 Location: 2427
NW Position Data Position End Date:	<u>OR</u> Check here if Indefinite End to Position: X
Comment:	
Position Type: STU Posn Category: C	SRA Sched Pay Periods: 12 % Full Time: 0 K: 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 100.0000 110 1300010 Image: Constraint of the second s	Chart Field Account Date Date 78060 01-SEP-23 X
Previous Funding	
Perc Fund FN Dept Project Act 100.0000 450 1300000 40004933 01	ChartStartStopProgFieldAccountDateDate7805001-SEP-2131-AUG-2311111
Authorization Name (Print) Aut	horization Name (Signature) Phone Date

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