



Appointment Authorization

Human Resources

Choose one from each column:

- | | | | |
|-------------------------------------|---|------------------------------------|--------------------------------------|
| <input type="checkbox"/> New Hire | <input type="checkbox"/> Salary | <input type="checkbox"/> Regular | <input type="checkbox"/> Exemption |
| <input type="checkbox"/> Rehire | <input type="checkbox"/> Casual/Sessional | <input type="checkbox"/> Temporary | <input type="checkbox"/> Competition |
| <input type="checkbox"/> Concurrent | | <input type="checkbox"/> Recurring | |

Job Information (to be completed by Supervisor)

Job Code: _____ Job Code Title: _____ Department: _____

Position #: _____ (MAE positions only) Previous Incumbent: _____

Duties/Responsibilities: _____

Employee Business Title: _____ Full Time

Supervisor's Name: _____ Part Time Standard Hours: _____ per week _____ %

	Fund	Org ID	Account	Project Code	% Chrg
GL Distribution:	_____	_____	_____	_____	_____ %
	_____	_____	_____	_____	_____ %
	_____	_____	_____	_____	_____ %
	_____	_____	_____	_____	_____ %

Reason for Competition or exemption: _____

Incumbent Information (To be completed by Supervisor or Human Resources)

Employee Number: _____ Competition Number: _____

Employee Name: _____
Last Name First Name

Appointment Start Date: _____ Salary Grade: _____ Step: _____
mm/dd/yyyy

Anticipated Expiry Date: _____ Salary Amount: \$ _____ bi-weekly \$ _____ hourly
mm/dd/yyyy

Association/Union Consultation for Exemptions? Yes No

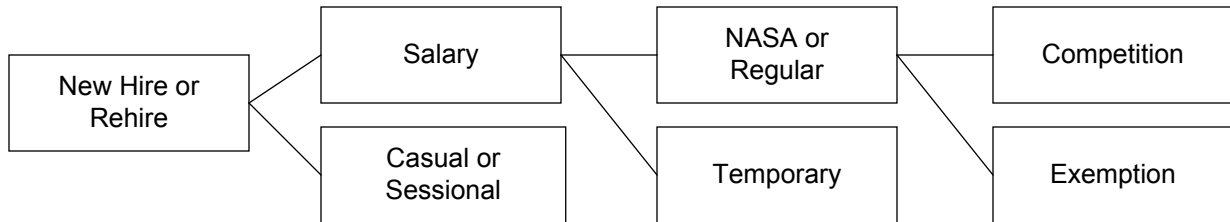
Signatures:	Print Name:	Signature:	Date:
Supervisor/Manager: _____	_____	_____	_____ mm/dd/yyyy
Next Level Approval: _____	_____	_____	_____ mm/dd/yyyy
Human Resources: _____	_____	_____	_____ mm/dd/yyyy



Completing an Appointment Authorization Form

Human Resources

The Appointment Authorization form used to action the hire, rehire, or concurrent job (second job) of all salary and casual/sessional (Wage) employees. Each action is described below with a listing of the form fields required for the action. Please complete all the fields required and obtain necessary approvals before forwarding the form to your Human Resources Consultant or the Department of Human Resources.



New Hire

The action of hire is used to hire any salary or casual/sessional employee that has not, or is currently not working for the institute. If prior NAIT employee status is unknown, choose New Hire. The process for a new hire, as it relates to the check boxes on the front side of the form, is shown in the diagram above. Start at the left and check the appropriate boxes as you move to the right.

The form fields that are required for a New Hire are: *(old field names are provided in parenthesis.)*

- Job Code
- Job Code Title
- Reporting Department
- Position Number (MAE positions only)
- Previous Incumbent (if the position is not new)
- Duties/Responsibilities
- Business Title
- Supervisor's Name
- Full time/Part Time (include standard hours of work for part time)
- GL Codes(s) (Budget Cost centre)
- Name (Last, First)
- Appointment Start Date
- Appointment Expiry Date
- Salary Step, Grade
- Salary Amount Biweekly or Hourly (consult Human Resources Consultant)
- Signatures

Rehire

The action of rehire is used to hire any salary or casual/sessional employee that **you know has worked for the institute in the past**. The process for a rehire is the same as the process for a new hire. Please follow the steps as outlined in the diagram above.

The form fields that are required for a Rehire are the same as those under the New Hire with the following addition:

- Employee ID # (if available)

Concurrent Job

The action required for a concurrent job is used to appoint an active employee to a second or third job in addition to the job the employee is currently working. The duties, department, supervisor for the concurrent job should be different than the employees active current job. The **combination** of the concurrent jobs for an employee cannot exceed 100% time.

The Form fields that are required for a Concurrent Jobs are the same as those used for a Rehire. Be to complete all the required fields as they relate top the employee's **New Concurrent Job** and not the employees active current job.

NOTE: Completion of this form indicates budget funds are available.