### Position Information

**Effective Date**  
A 1/1/2015  
B 4/1/2015 POS/HRS

**Action/Reason:**  
POS  HRS  
**Position Status:** Active

### Job Information

**Job Code:**  
Dept Title:

### Work Location

**Department #:**  
Std Hours: A 7.75  
B 1  
**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)

<table>
<thead>
<tr>
<th>Perc</th>
<th>Fund</th>
<th>FN Dept</th>
<th>Project</th>
<th>Act</th>
<th>Prog</th>
<th>Chart Field</th>
<th>Account</th>
<th>Start Date</th>
<th>Stop Date</th>
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</thead>
</table>

### Previous Funding

<table>
<thead>
<tr>
<th>Perc</th>
<th>Fund</th>
<th>FN Dept</th>
<th>Project</th>
<th>Act</th>
<th>Prog</th>
<th>Chart Field</th>
<th>Account</th>
<th>Start Date</th>
<th>Stop Date</th>
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</table>

### Authorization Name

<table>
<thead>
<tr>
<th>Authorization Name(Print)</th>
<th>Authorization Name(Signature)</th>
<th>Phone</th>
<th>Date</th>
</tr>
</thead>
</table>
**This needs to be printed on the prepopulated appointment/position forms**

Department of Human Resource  
Northwestern University  
720 University Place  
Evanston Campus

**NORTHWESTERN UNIVERSITY**  
Appointment Form

<table>
<thead>
<tr>
<th>Form Print Date:</th>
<th>Record Number:</th>
</tr>
</thead>
</table>

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

**University ID No:**

**Job Data**

<table>
<thead>
<tr>
<th>Last Action</th>
<th>Effective Date:</th>
<th>Action:</th>
<th>Reason:</th>
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<tbody>
<tr>
<td></td>
<td>A 1/1/2015</td>
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<td></td>
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<tr>
<td></td>
<td>B 4/1/15</td>
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<table>
<thead>
<tr>
<th>Action/Reason:</th>
<th>Action</th>
<th>Reason</th>
<th>Action</th>
<th>Reason</th>
<th>Action</th>
<th>Reason</th>
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</thead>
<tbody>
<tr>
<td>PAY</td>
<td></td>
<td></td>
<td>SRT</td>
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</table>

**Position Number:**

**Expected LOA Return Date:**

**Department:**

**Location:**

**Primary Job:**

**Job Information**

<table>
<thead>
<tr>
<th>Job Code:</th>
<th>Standard Hours:</th>
<th>Suite or Room No:</th>
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<tbody>
<tr>
<td>A 7.75</td>
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**Payroll**

<table>
<thead>
<tr>
<th>Paygroup:</th>
<th>NW Faculty Tenure</th>
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<tbody>
<tr>
<td>A MOF</td>
<td></td>
</tr>
<tr>
<td>B OTH</td>
<td></td>
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**Compensation**

<table>
<thead>
<tr>
<th>Compensation Rate:</th>
<th>Expected Tenure Begin Date:</th>
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<tr>
<td>A 1500</td>
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<tr>
<td>B 0</td>
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**NW Job Data**

<table>
<thead>
<tr>
<th>Appointment End Date:</th>
<th>OR Check here if Indefinite End to Appointment</th>
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<tbody>
<tr>
<td>A 3/31/16</td>
<td></td>
</tr>
<tr>
<td>B 8/31/15</td>
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</table>

**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:**

**Training Posn#:**

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

**Approver:**

**Authorization Name (Print):**

**Authorization Name (Signature):**

**Needs to be signed by department that holds the appointment**

**Phone**

**Date**

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**Brief description of nature of service**