

The HRM-2 form should be used for the following appointment types, and requires an employee completed EMP-1 where indicated:

- new employee appointments – [EMP-1](#) required
- rehired employees – [EMP-1](#) required for employees with a break in service of a year or more
- promotions and reclassifications/budget title changes, following HR approval (excludes faculty promotions)
- internal hire following a search
- student employees (SA/GA/TA/RA) moving to faculty/staff payroll – [EMP-1](#) required for all former SAs
- appointments of non-UAlbany employees performing extra service for UAlbany – [EMP-1](#) required

Please complete all applicable fields and boxes, including information you think HR already has on file. This will help ensure our records are up to date. Use the following guidelines:

- **Search #:** if the appointment is from a search, please provide the search number (e.g. P15-xxxxx)
- **Action Type:** to help HR properly route and process the form, please select the appropriate action; if no applicable action is listed, see HRM-3 instructions, or contact HR (ohrm@albany.edu)
- **Concurrent Employment:** HR needs to know if your employee works for another State agency
- **Bargaining Unit Change:** if this transaction will change your employee's bargaining unit, please select the current and new bargaining units from the drop down lists. Options are CSEA, GSEU, MC Classified, MC Professional, NYSCOPBA, PBANYS, PEF, and UUP.
- **Visa status:** only required for employees on a work visa, student visa, or employment authorization document
- **Line:** if you do not know the line number, or a line has not yet been assigned, HR will assign one.
- **PSR/TS:** personal service regular, or temp service funding (based on the funding account to be charged)
- **Budget Title:** Civil Service title or SUNY assigned title (see <http://www.albany.edu/hr/class-comp.php>)
- **Campus Title:** more descriptive local title
- **Campus Address:** where on-campus mail should be delivered
- **Work Location:** where the employee is physically located. The options are limited to the following:

UPTOWN	All uptown campus buildings
DOWNTOWN	All downtown campus buildings
HS CAMPUS	All Health Science campus buildings
HOME	Anyone who primarily works from home
OFFCMP ALB	Off campus location in Albany county
OFFCMP OTH	Off campus location outside Albany county
ORISKANY	NCSP employees at the Oriskany training center
WHITEFACE	Employees assigned to Whiteface Mountain

- **PT % (FTE):** this is 100% for full-time employees. For part-time employees, this is the ratio of anticipated hours to standard workweek hours.
- **Salary** options are: full-time annual rate, adjusted full-time annual rate for part-time employees (based on PT%), biweekly rate, hourly rate, and Fee rate
- **Annual Obligation:** required only for faculty and professional staff
- **Schedule:** required for all non-faculty appointments
- **End Date:** required only for TEMP appointments (see Term Duration for Term appointments)
- **Term Duration:** required only for faculty and professional TERM appointments
- **Part-time Academic Employees:** this section is for additional information required to appoint instructors
- **Remarks:** please use this section to provide any additional information about the appointment that is not captured by the other required fields

Please contact HR if you need assistance with this form. Incomplete forms will be returned. This form is due in the Budget Office at least two weeks prior to the appointment effective date.