Hiring Proposal Instructions

This form is to appoint a SUNY/State employee to a position at the University, typically following an approved Workforce Planning Request (WFP). This replaces the HRM-2.

Actions included:

- New employee to the University. (Non-student state employees)
- Employee returning to a position at the University following a break in service of one-year or more. (If less than a one-year break, process an APC Appointment: Re-hire.)
- Promotion or movement of an employee following a WFP search or WFP waiver of search.

Actions NOT supported:

- Research Foundation employment actions
- Student assistant, graduate/teaching assistant, research assistant, or fellowship appointments.
- Promotions resulting from a change or increase in duties within one's primary department without a WFP. They are typically processed via an APC action.

Instructions: As soon as possible, upon accepted offer of employment, the hiring manager or designee, please initiate this form to process the appointment action and official appointment letter from HR. Once submitted by the hiring manager, this form will move to the hiring approver and then directly to HR. Please ensure that the new hire's social security number and date of birth are included and accurate otherwise, delays in processing may occur.

Field guidance:

* Denotes required field

- WFP Position Request # - enter the WFP Request number associated with the position and the other fields in this section will auto-populate from what was entered in the WFP. If a WFP does not exist, please populate the fields. (With the exception of adjunct/temporary faculty appointments, all positions should have an associated WFP.):
    - *Department
    - *Budget Title
    - Campus Title
    - Grade/Salary Level
    - Line #
    - *Account #

Person Contact Info Section - Minimally required data of the individual being appointed to create a person record. When finalizing the offer of employment, please ask the candidate to provide you with each of the identified fields below. DOB and SSN must not be obtained or communicated through email:

- *Legal Name (As appears on Social Security Card
  - o *Legal First
  - o Legal Middle
  - o *Legal Last
- Chosen First (if different than legal)
- Chosen Last (if different than legal)
- *Permanent Address - select Add/Edit Address and populate as directed. Addresses require the appropriate Country code be mindful to change it when adding an address outside of the U.S.
- *Primary Phone - primary personal number to reach candidate
- Secondary phone - alternate personal number of applicable
- *Personal Email ID - personal email address. Will be used for communications prior to start date including when/how to access and set up their UAlbany account.
- *Gender (female, male, X, unknown)
- Social Security #
- If the new appointee currently works at UAlbany or does not have an SSN due to citizenship status, select the box indicating such. This should not be routinely checked to avoid obtaining SSN from candidate. This will delay the processing of appointments, UAlbany access, letters, etc.
- Date of Birth

Appointment Info Section - this section collects appointment details specific to the appointee:

- **Is this an Adjunct appointment?** When checked fields that do not relate to an Adjunct Appointment are dynamically eliminated from the Appointment Info section.
- *Agreed upon salary - starting salary of new hire. Must be within the range approved by HR or pre-approved by HR. (if classified use checkbox see next bullet) If employee is being paid on a FEE basis list the payment per service (ex: $100 per visit) and outline payment terms including total expected expenditure for the period in the comment field.
- Checkbox: Classified Position TBD by HR - use for classified service employees where the starting salary is unknown due to promotion or prior service
- *Pay basis - select from look up table
- Other: e.g., moving expenses, start-up funds, etc. include any relevant items included in salary discussions. Field used for internal notes and record keeping only.
- *Appt Duration - select from look up table
- *Appt Percent Work - effort being appointed to, full time = 100, PT less than 100, call HR if assistance is needed in calculating
- *Appointment Start Date: First day of work or payroll start date for academic appointments not being prorated, per dates established by HR

- Appointment End Date: end of initial term appointment, temporary assignment or payroll end date for academic appointments not being prorated. Not applicable to MCs unless temp.
- Obligation Start Date/End Date: Use when a less than 12-month obligation employee is hired. Identifies when the employee is and is not in obligation. Contact HR for assistance.
- Work Obligation /Schedule: select from look up table and populate as prompted if PT or classified staff.
- Faculty: Terminal degree and completion date: if applicable
- *Immediate Supervisor/TAS Approver: Must use lookup function to identify primary supervisor who will be identified in appointment letter and responsible for TAS, evaluations, etc.
- Other Dept. Contact, if applicable: Must use lookup function to identify other person to direct inquiries to such as administrative support or financial manager.
- Official work location - select from look up table
- Campus Building - select from look up table. If fully remote or unknown at time of hire, use home department/main office.
- Building Room #: select from look up table. If fully remote or unknown at time of hire, use home department/main office.
- Campus phone: Direct line when appropriate, or main department number.

Attachments - please attach relevant documents to the appointment including, but not limited to:

- Accepted offers of employment written by the department/division
- Responsibility documents, or other items related to terms and conditions of appointment which should be maintained.
- Start-up letters

Comments should be added to provide further details or explanations as needed or for future reference/reminder. For example, you can use this field to indicate where the position should be funded from if you're not providing a funded line for the appointment.

SAVE requests that are not ready for submission. The Department field is required to save the form.

SUBMIT will move the request to the next approver level for review and action; the submitter can no longer make changes.

Human Resources has **FINAL APPROVAL** of all personnel transactions. Only notification of a denial action will be emailed to submitter.