Wichita State University -- Completion of the OHR 300/Appointment

The OHR 300/Appointment form is used to appoint an individual to a position at WSU and affiliated corporations. Do not use this form for a change of status or for a lecturer, research or summer session appointment at WSU and affiliated corporations. **If an employee is transferring to another organization, it is the responsibility of the new organization to complete the change of status form rather than the OHR 300/Appointment form.** Wichita State University is one employer – transfer and/or promotion to another organization within the University is not a resignation from the current organization and an appointment form is not required.

1. Place an X in the box to indicate whether the position is for **state** or **affiliated corporation**.
2. Complete the **prepared by** information with your name, campus phone number and the date the paperwork is prepared.
3. Place an X in the box to indicate the **type of appointment** and the **exempt** or **non-exempt** status in either the **classified** or **unclassified** section. **Position Description must be current and reviewed by Human Resources for FLSA determination of exempt, non-exempt status before appointment.**
4. In the **comments** section, a mark in the "Background check completed" box indicates that HR has notified the organization of a satisfactory report from the background check and this section may be used for any notes to clarify the appointment, but must be used for classified re-instatement, re-employment or transfer from another agency.
5. In the **appointment status** section, put an X to indicate the status of the **classified** or **unclassified** employee within that category.
   - **Classified:**
     - Regular – a benefits eligible position with no restrictions on the hours of employment.
     - Limited term regular - a position that is scheduled to terminate within a predetermined period of time. Individuals in a limited-term position shall be terminated on the end date of that position, subject to any extensions of the limited-term position. (Organizations should use the OHR 320/Research Appointment for grant funded limited term positions.)
     - Temporary – position is not benefits eligible and is limited to not more than 999 hours of employment in a 12-month period.
   - **Unclassified:**
     - Faculty:
       - Temporary – appointment for specified period only with no expectation of reappointment.
       - Probationary – appointment that may, on the basis of continuing satisfactory performance, lead to review for the award of tenure. Carries no expectation or promise that review for the award of tenure will be undertaken or awarded. Reviewed annually and will not be continued for more than 7 years.
- Tenure – appointment which is renewed annually unless faculty member is dismissed.
- Professional: (If "unclassified hourly" and not benefits eligible check "temporary" and fill in the "hourly" rate.)
  - Temporary – appointment for a fixed period of time
  - Contingent – appointment for a fixed period of time, usually contingent on grant funding.
  - Provisional – appointment (not to exceed 3 years) which can lead to regular status.
  - Regular – appointment for those who have completed a provisional appointment.
  - Executive – appointment which is held at the pleasure of the president.
- Instruction - check the box to indicate if this position doesn’t involve teaching or, if it does involve teaching, check the box indicating whether it's more or less than half-time.
- Length of Service
  - 9 month – academic year appointment.
  - 10 month – academic year appointment.
  - 12 month – fiscal year appointment.
  - Term (Other) – appointment for a specified period of time.

6. For classified, also include the grade/step and hourly/other amount. For unclassified, include the annual base pay and the hourly (if non-exempt) or bi-weekly (if exempt) amount. **The annual base pay is not necessary for non-benefits eligible non-exempt employees; however, a “total amount paid” is necessary for non-benefits eligible exempt employees.**

7. Indicate with an X whether this appointment is the result of a search.

8. The employee information section must include full name of the employee, myWSU ID#, home address, and campus address. **Note:** The name and WSU ID# of the supervisor of employee are required.

9. Enter degree information if the appointment is unclassified 9/10/12 month and prior years of service, if applicable.

10. Enter salary/funding information where indicated. Be sure to note whether appointment is eligible for benefits and/or shift differential.

11. Note the appointment FTE (full time equivalency), whether it is General Use and/or Restricted Use funding and the fund number(s).

12. The Budget Review Officer of the organization is to sign and date the form. The organization should make and retain one copy and send the original to the University Budget Office, Campus Box #47. If the organization is in the division of Academic Affairs and Research, the OHR 300 and supporting documentation should be forwarded to the Office of the Provost, campus box #13, attention Dr. Martha Shawver.

13. The University Budget Office will forward the form to the appropriate president/vice president for review and authorized signature. The form will then be returned to the University Budget Office for distribution as noted on the bottom of the form.