Wichita State University -- Completion of the OHR 320/Research Appointment

The OHR 320/Research Appointment is used to appoint an individual to a position at WSU and affiliated corporations that is partially or totally grant funded, contract funded or research. Hiring organization should complete and submit rough draft to the Research Administration Office, Box #7 or complete draft and e-mail to Linda.Hager@wichita.edu (e-mail communication is preferred).

Complete the OHR 323/Research Summer Appointment for a research summer appointment at WSU.

1. Complete the prepared by information with your name, campus phone number and the date the paperwork is typed and the name of the project director.
2. 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 also be used for any notes to clarify the action. If a re-appointment, comments section must be used to indicate whether this is for classified re-instatement, re-employment or transfer from another agency.
3. Place an X in the box to indicate classification:
   - Faculty/Temp plus Rank (include clarification in the comments)
   - Contingent/Unclassified Professional
   - Classified/Limited Term and indicate Grade/Step
   - Classified Temporary and indicate Grade/Step
4. Place an X in the box to indicate the type of appointment:
   - New
   - Re-appointment and also indicate with an X whether the appointment is --
     - 9 month
     - 10 month
     - 12 month or
     - Term (Other)
5. The employee information section must include full name of the employee, the myWSU ID#, home address, and the campus address. Note: The name and WSU ID# of the supervisor of this employee are required.
6. Enter degree information for any unclassified appointment.
7. Enter salary/funding information where indicated. Be sure to note whether appointment is eligible for benefits and whether the employee will be paid in one payment or biweekly.
8. Note the organization number(s), position number(s), fund number(s), appointment FTE(s) - full time equivalency - and the annual base pay/hourly rate.
9. The Office of Research Administration will enter funding sources, verify information, sign and date the form. The Office of Research Administration should make and retain one copy of the OHR 320 and forward the original to the appropriate Dean.
who will make and retain one copy and send the original back to ORA, campus box #7. Research will forward to the University Budget Office, campus box #47. If the organization is in the division of Academic Affairs and Research, the OHR 320 will be forwarded by the Office of Research Administration with the supporting documentation to the Office of the Provost, campus box #13, attention Dr. Martha Shawver.

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

OHR 320/Appointment

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