EMPLOYEE ASSIGNMENT FORM

Employee# (For Office Use Only)

Date:

Hire Date: (dd/mmmm/yyyy)

Rehire?: Yes □ No □

Prior Retirement Service Credit: □ Yes □ No

If Yes: (College/Univ. or Research Org.)

□ Prior SUNY □ Concurrent SUNY □ Prior Non SUNY

State University for New York (SUNY), or any accredited college or university in the United States, or a private, nonprofit research organization incorporated in the United States under Section 501(c)(3) of the Internal Revenue Code. The primary function of this organization must be research.

SPECIAL INFORMATION MUST BE COMPLETED FOR NEW HIRES.

Education Level:

Degree Expected:

Date Degree Expected:

If SUNY Student □ Fulltime (12-Credits or more) □ Part-time (11-Credits or less)

Licensure/Certification:

ADDRESS

US Address (Primary Address in United States):

City:

State:

Zip Code:

County:

Country:

Primary: □

(US Address (Primary Address in United States):)

Telephone: ( )

E-Mail Address:

ASSIGNMENT

Organization: 160

Group: □ Undergraduate □ Graduate □ Regular □ Summer

Effort Reporting Status: □ E = Exempt □ N = Non-Exempt □ N/A = Not Applicable

RF Job Title:

Grade:

FTE (Full Time Equivalent): (Ex. 5 for 20-hours a week based on 40-hour week)

Location:

Work Week Basis: □ 37 ½ hours □ 40 hours

Timecard Required: □ Yes □ No Payroll: Biweekly

Salary Basis:

Salaried Annual □ Salaried Period □ Hourly 37.5 □ Hourly 40

Hours Per Pay Period: (For Hourly Employee)

Salary Basis:

□ Annual Salary Amount: $ □ Hourly: $ /Hr. □ Period Salary Amount: $ /Bi-weekly

Total Salary: $

Approved: X Reason for Retro:

Retro Required? □ No □ Yes: If yes, Pay Period From Date: Last Day of Pay Period Retro:

(Office Use Only) Input by: Date:

Revised November 8, 2016
PTAEO FOR SALARY CHARGES - Verify that ALL information is correct or the appointment cannot be processed.

☐ Assignment  ☐ Element  Note: The end date of a labor schedule does not signify the end date of employment - use Employee Change Form to terminate employment. Failure to end a change form may cause overpayments! ***Percent in a labor schedule refers to the percent of salary allocated to the Project, Task and Award, not the amount of time an employee is working.

Schedule Line Changes

<table>
<thead>
<tr>
<th>Project</th>
<th>Task</th>
<th>Award</th>
<th>Organization</th>
<th>Expenditure Type</th>
<th>Start Date</th>
<th>* End Date</th>
<th>%</th>
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Use additional sheets for multiple labor schedules if charging salary to more than two PTAOE’s

DECLARATION AND AUTHORIZATION

I accept the position indicated above as an employee of The Research Foundation of State University of New York. I understand this position is subject to final approval by the Research Foundation and is terminable at will. I also agree to abide by all policies and regulations of the Research Foundation.

Patent Waiver and Release Agreement

I have read the Patent and Inventions Policy and the Computer Software Policy of The Research Foundation of State University of New York. I agree to abide by any additional terms and conditions relating to the above policies as required by any sponsor from whom I accept support through The Research Foundation for State University of New York. In fulfillment of the above, I will promptly report to the Research Foundation or its designee such patentable inventions, discoveries, and computer software and software support materials as may arise out of work supported by the sponsor and will cooperate with the sponsor, the State University of New York, or the Research Foundation in the preparation and prosecution of any patent or copyright applications relating to such inventions, discoveries, and computer software and software support materials, and will execute all documents necessary to such applications. I further agree to assign all patent rights and copyrights applicable to such inventions, discoveries, computer software and software support materials to the sponsoring agency, to the State University of New York, to the State University of New York’s designee, or to the Research Foundation in those instances where the applicable sponsor policy or the State University of New York’s Patents and Inventions Policy or Computer Software Policy places ownership of such in either the sponsor, the State University of New York, or the Research Foundation.

As an Equal Opportunity/Affirmative Action Employer, the Research Foundation will not discriminate in its employment practices due to an applicant’s race, color, creed, religion, sex (including pregnancy, childbirth or related medical conditions), sexual orientation, gender identity or expression, transgender status, age, national origin, marital status, citizenship, physical and mental disability, criminal record, genetic information, predisposition or carrier status, status with respect to receiving public assistance, domestic violence victim status, a disabled, special, recently separated, active duty wartime, campaign badge, Armed Forces service medal veteran, or any other characteristics protected under applicable law. The RF will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant.

Employee Signature: _______________________________ Date: _______________________

APPROVALS

This assignment is consistent with sponsored program terms and conditions and with Research Foundation policies.

Project Director/Co-Project Director: _______________________________ (Signature) (Date)

Funds are in the account for this assignment.

Operations Manager or Designee: _______________________________ (Signature) (Date)

Additional Campus Signatures as Required: _______________________________ (Signature) (Date)

Revised November 8, 2016