

**College of Education**  
**REGULAR CLASSIFIED STAFF**  
**(benefit eligible)**  
**Appointment Information Sheet**

Dept. Name \_\_\_\_\_ Dept. Phone # \_\_\_\_\_ Effective Date \_\_\_\_\_

Employee Name \_\_\_\_\_ S.S.# \_\_\_\_\_

Last First M

Permanent Address: \_\_\_\_\_ Non-Work Phone # \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Univ Bldg Name & # \_\_\_\_\_ Room # \_\_\_\_\_ Univ. Phone # \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Citizen of \_\_\_\_\_ I-9 \_\_\_\_\_ Visa \_\_\_\_\_

Male \_\_\_\_\_ Female \_\_\_\_\_ Married \_\_\_\_\_ Single \_\_\_\_\_

Race: \_\_\_\_\_ White \_\_\_\_\_ Black \_\_\_\_\_ Oriental/Asian \_\_\_\_\_ American Indian  
\_\_\_\_\_ Hispanic \_\_\_\_\_ Multiracial \_\_\_\_\_ Other \_\_\_\_\_ Define \_\_\_\_\_

Highest Degree Earned \_\_\_\_\_ Institution \_\_\_\_\_ Year Graduated \_\_\_\_\_

UGA Employment History: \_\_\_\_\_ Current \_\_\_\_\_ Previous \_\_\_\_\_ New  
\_\_\_\_\_ Date of Previous Employment \_\_\_\_\_

Is employee on any other UGA payroll? \_\_\_\_\_

If so, where \_\_\_\_\_ % Time \_\_\_\_\_ Job Title \_\_\_\_\_

**NON-ADMINISTRATIVE** \_\_\_\_\_ **or** **ADMINISTRATIVE** \_\_\_\_\_  
(biweekly pay type) (monthly pay type)

Departmental Payroll Distribution # \_\_\_\_\_ Full Time Annual Salary \$ \_\_\_\_\_

Appointment Begin Date \_\_\_\_\_ % of Time Employed \_\_\_\_\_

Appointment End Date \_\_\_\_\_

Position Title \_\_\_\_\_ Job Class code# \_\_\_\_\_

(list name of last incumbent in position \_\_\_\_\_)

Account Name \_\_\_\_\_ Acct # \_\_\_\_\_

Revisions/change: name from \_\_\_\_\_ to \_\_\_\_\_; s.s.# from \_\_\_\_\_ to \_\_\_\_\_

Marital status from \_\_\_\_\_ to \_\_\_\_\_; percent from \_\_\_\_\_ to \_\_\_\_\_; title from \_\_\_\_\_ to \_\_\_\_\_  
\_\_\_\_\_; pay type from \_\_\_\_\_ to \_\_\_\_\_

Remarks/Comments \_\_\_\_\_

Department Head/Director of Unit Signature: \_\_\_\_\_ Date \_\_\_\_\_

PI Signature (if grant funded): \_\_\_\_\_ Date \_\_\_\_\_