

PIN Instructions

Personnel Information Notice (PIN): The *First Name, Last Name, Effective Date & Social security Number* must be completed in all cases. It is extremely important that this information is correct.

New Hires: Check the New box and complete the entire form. Refer the individual to Human Resources to complete federal forms I-9 and W4 as required by law. **A complete PIN, I-9 & W4 is required before an individual is permitted to work.** An employee changing departments is not a new hire.

Change of Information: Check the Change box, complete the top panel, & enter any new or changed information. Do not enter information that is unchanged other than the top panel. Check this box for appropriate panels.

Personal: For all employees, complete appropriate entries. The Job Title & Grade Level must conform to an official title recognized by Human Resources or the Faculty Handbook, The FRS identifier is the FRS ledger and account code for the department where the position is budgeted. The FRS Object Code is the FRS function code that the salary will normally be charged against. The Base Salary Rate is the regular salary to be paid for the **Base Period for Salary** field (drop down menu) in the **Base Period for Salary** section. The Shift Differential is only for staff position eligible for a shift premium. Under special circumstances this field may also be used to record the Overload Credit Hour Rate to pay full-time staff who are also adjunct faculty, in this case the credit hour (located within Base Period for Salary field) and adjunct selections must be assigned. Months Worked field are for specifying the number of Staff Months Worked and the work schedule for Prof Admin, Faculty and Staff.

Classification: For all employees, select one of the choices within the Job Type field.

Job Type: Full-Time is for faculty with a load of 12 credit hours or more or employees working 35 hours or more per week, Part-Time is for faculty teaching 9 credits or fewer or staff working fewer than 30 hours.

Job Status: Regular employees are those who will work for more than 26 weeks a year, temporary will work fewer. Faculty hired by the semester are Temporary (Job Status is found within the Job Type field along with Job Type).

Employee Group: Faculty is for instructional staff, Professional Administrative are executive, professional, and exempt staffs, Staff are non-exempt employees. Do not use this form for FDU students employed by FDU.

Base Period for Salary: Select the box that represents the period of time covered by the Base Salary Rate listed in the Employment section. One Credit hour is 15 50-minute classes. Fiscal Year is for 12 month, calendar year faculty; Academic Year is for regular faculty on 9-month academic year appointments, One Semester for full time faculty hired for a single semester and course for adjunct faculty hired by the course. Faculty hired by the course must be part-time.

For faculty only, select one appointment for both Faculty Status Field and Faculty Rank field, manually type in the CIP Code and Teaching Discipline.

Faculty Status: Tenured or Probation are for faculty on tenure track appointments, Annual for non-tenure track faculty on annual appointments, and Adjunct for all part-time faculty.

Faculty Rank: Select the rank and specify the full title and subject in the Job Title above.

Education: For all faculty and professional staff list in reverse chronological order all post secondary degrees received, the awarding institution, the date awarded and the major field. If the degree is anticipated but not yet awarded, place the award date in parentheses (). Attach a current Curriculum Vitae or Resume.

Prior Service: For all full-time faculty, annual or tenure track. List all teaching at a regionally accredited institution of higher learning, Indicate if the service was in a tenure track position. Attach current Curriculum Vitae.