

**NS-1  
Plymouth State University Adjunct Staff Appointment Form**

|                                    |           |                |            |
|------------------------------------|-----------|----------------|------------|
| USNH ID                            | Last Name | First Name     | M.I        |
| Department                         | Building  | MSC            | Supervisor |
| Inclusive dates of Appointment**** | From:     | No Later Than: |            |
| FUND                               | ORG       | ACCT           | TSORG      |

See descriptions below:

Please choose one Employment Type:

- |                                   |                                      |
|-----------------------------------|--------------------------------------|
| New Hire                          | Work is less than 200 hours per year |
| Increase in hourly rate           | Part-Time                            |
| Extending current active position | Full-Time Temporary                  |

Employment Type Descriptions: You **MUST** select the correct employment type based on the descriptions below.

Casual = Appointments made for a single event or recurring short-term events. May not exceed 200 hours per year. **(61JBHX)**

Part-Time = Appointments for staff whose total commitment is expected to be greater than 200 hour per fiscal year, but less than 1500 hours per fiscal year. **(61CPHX)**

F/T Temporary = Appointments for staff whose total commitment is expected to be at least 1500 hours per fiscal year. Appointments may be renewed for a total of 3 years. **(61DTHX)**

Seasonal Employees job must be less than 6 months and tied to a specific time of year, ex. summer sports camps. Even if full-time these job are not eligible for health coverage under ACA.

\* FTE of 75% of 2088 hours for a 40 hour work week or 1957.5 hours for a 37.5 hour work week.

The FTE for hourly staff is based on the number of hours worked per week and calculated as follows:  $FTE = \# \text{ hours worked in a week} / 40 \text{ hours}$

|                 |     |                 |                 |             |
|-----------------|-----|-----------------|-----------------|-------------|
| Job Description | FTE | # Weeks Work Yr | # Hrs Work Week | Hourly Rate |
|-----------------|-----|-----------------|-----------------|-------------|

Seasonal Employment job must be less than 6 months and tied to a specific time of year, ex. summer sport camps. Even if full-time, these jobs are not eligible for health coverage under ACA.

The FTE for hourly staff for is based on the number of hours worked per week and calculated as follows:  
 $FTE = \# \text{ hours worked in a week} / 40 \text{ hours}$

**Classification Type**

\*\* This appointment is temporary and may be terminated by PSU at any time with or without reason or prior notice, nor does it include fringe benefits or any guarantee of future employment.

|                             |      |  |      |
|-----------------------------|------|--|------|
| Employee                    | Date | Financial Services Center Representative | Date |
| Supervisor of Affected Unit | Date | Human Resources Authorization            | Date |