

Revising a Form 104 Report of Appointment

1. Open the link in the email receipt you received when you originally submitted the Form 104 Report of Appointment

You have submitted Form 104 for Tester, Sunny. If you need to revise this form or check to see if it has been approved by the Department Chair/Manager/Lead Worker, Budget Analyst (if appropriate) and Dean/Chief Administrator, please visit

https://accountcenter.humboldt.edu:4443/p/r/f?p=241:DOC1:::::P1_APPOINT_DOC_PK:2173.

2. At the top of the form, **check revised**



***Denotes required field.**

For help with a field, click on the title of that field.

Submission Type

New

Revised - Explain under remarks

Submitted by Giltzow, Denise A eForm # 2173

HSU ID

*Name (Last, First MI)

Tester, Sunny

3. Make the necessary changes to the form making sure to briefly state what changes were made under remarks.

Remarks

4. Enter the appropriate names in the Routing and Approval section

Routing and Approval: To the best of my knowledge, the above is accurate and complete.

*Department Chair/Manager/Lead Worker

If the Department Chair/Manager/Lead Worker is unavailable to approve, please select the authorized alternate.

Signed by:

Signed Date:

Budget Analyst

*Required for Academic Affairs departments

Signed by:

Signed Date:

*Dean/Chief Administrator

If the Dean/Chief Administrator is unavailable to approve, please select the authorized alternate.

Signed by:

Signed Date:

Submit

5. Enter Submit

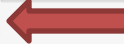
6. Attach documents as required if necessary

Form 104 Submitted. An email receipt has been sent. x

Upload Attachments

eForm Number: 2531

Attachment



If you need to remove an attachment(s), check the box and press Delete. Attachments will be uploaded to Nollj when Dean/Chief Administrator has signed.

File Name

No data found.

Upload Attachments


eForm Number: 2531

Attachment

If you need to remove an attachment(s), check the box and press Delete. Attachments will be uploaded to Nollj when Dean/Chief Administrator has signed.

<input type="checkbox"/>	File Name	View Document	Last Updated	Document Type
<input type="checkbox"/>	Pence, Elias SASOP UB ASA emergency hire summer 2014.pdf	View Attachment	13-JUN-14	AM

1 - 1



7. After uploading attachment to eForm, you will be returned to the Appointment Document; ***you do not need to click on submit again.***

Form 104: HSU Appointment Doc

*Denotes required field.
For help with a field, click on the title of that field.

Submission Type New Revised - Explain under remarks

Submitted by Stroup, Kathleen N eForm # 2531

HSU ID *Name (Last, First MI)

*Has this employee previously been employed by HSU? Yes No Unknown

*Hiring Department *Effective Date (Ex 27-Apr-13)

*Classification *Classification Range Union Code 7

*Pay Plan 12 month 11/12 10/12 10 month

CMS Position # HSU Position # 225 220 1032

*Is this an Emergency Hire? Yes No *Time Base Time Base Fraction

8. As with the original submission, you will receive notification when the Dean/Chief Administrator approves the appointment as well as when it has been approved by the Payroll Officer.