



Academic Human Resources • Staff Human Resources  
 Faculty/Staff Assistance Program • UI Wellness Center  
 Center for Training and Professional Development

## ACADEMIC HOURLY APPOINTMENT PROCESSING

	Job Description with AHR approval signature*	ODEA Ac Hourly Appointment Form
<b>Academic Hourly Appointments</b>		
New Hire	X	X
Reappointment	X	Only if includes home org change
Add a Job	X	Only if includes home org change
Home Org Change		X
Employee Group Change to HA	X	X

\*AHR approval within last 3 years

AHR approved Job Description signed and dated by Employee and Supervisor/Unit HR Representative must be attached to the HRFE transaction.

All Retiree Rehire processes are still applicable for SURS annuitants and other University retirees, in addition to the above.