

Required FIS Fields for PAID Faculty Checklist

<u>Personal Information Screen</u>		Completed
<i>Populated via PeopleSoft</i>	All fields except for Banner ID, Mobile Phone, Pager, Alternate Email, Veteran #, and Special Disabled Veteran	

<u>Address Information Screen</u>		Completed
<i>Populated via PeopleSoft</i>	Home Address	
	Emergency Contact	
<i>Entered via back screen</i>	Office Address	

<u>Degree/License/Specialty Information Screen</u>		Completed
<i>Entered via back screen</i>	Degree	
	Institution	
	Year	
<i>Entered via back screen Must choose placement of 1st, 2nd, 3rd to appear on FTF</i>	FTF	
<i>License Information is entered via back screen for all faculty who perform clinical duties or hold a license, certification, registration and board specialty/subspecialty</i>	Type	
	License Number	
	Expiration Date	
	CDS#	
	DEA#	
	National Provider Identifier (NPI)#	
<i>Entered via back screen</i>	Certification/Registration Information (Non-Medical Only) Cert/Reg	
	Certification/Registration Information (Non-Medical Only) Number	
<i>Entered via back screen</i>	Board Specialty/Subspecialty	
<i>Entered via back screen Select One</i>	Specialty/Subspecialty (Medical Only) Board Eligible, Board Certified, No Existing Boards	
<i>Entered via back screen</i>	Specialty/Subspecialty (Medical Only) Expiration Date	
<i>Required for RWJ and NJMS New Clinical Hires</i>	Restrictive Covenant Rec'd	

<u>Position Information Screen</u>		Completed
	Awaiting Faculty Appt Date	
<i>This should not be the same date as awaiting</i>	Initial Paid Appt Date	
	Contract Type	
<i>if applicable</i>	Coterminous	
	Coterminous w/	
	Faculty Track	

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<u>Academic Information Screen</u>		Completed
	Campus/Location	
	Academic Rank/Start Date	
	Academic Title/Start Date	
	Department	
<i>Required for SN, plus RWJMS and NJMS, if applicable if applicable</i>	Division	
	Institute	
<i>Entered via back screen</i>	Tenure Status	
	Tenure Status Start Date	
<i>Years will calculate programmatically</i>	Current Term of Appointment Start Date	
	Current Term of Appointment End Date	
<i>if applicable</i>	Endowed Chair Appointment Title	
	Endowed Chair Appointment Start Date	
	Endowed Chair Appointment Start Date	
	Administrative Title (University Approved) Title	
	Administrative Title (University Approved) Start Date	

<u>Leave Information Screen</u>		Completed
<i>Entered via back screen if applicable</i>	Type	
	From	
	To	
	Paid/Unpaid	
	Comment	