

**Rutgers Biomedical and Health Sciences**  
**Secondary Assignment Request for Faculty**  
**Faculty Transaction Form**

**Step I - Position Information**

Employee and Transaction Type					
Transaction Type:	Initial Request		Request for Reappointment		Employee ID #
Position Classification:	Regular	Temporary	Full Time	Part Time	Per Diem
Employee Name		Current Title		Current Job Code	Current Bargaining Unit
Proposed Assignment Information					
Department Name			Home Org/Dept ID (Z org)		
Campus		Work Location Code	Work Location Name		
Classified and Assigned Payroll Job Title Job Code		Classified and Assigned Payroll Job Title			
Position is Salaried Position Is Hourly		Classified Title Bargaining Unit Name/Unit( Union) Code			
Dates Needed		Start Date	Expected End Date	Hours Per Day	
Daily Work Schedule (Hours)		From	To	Hours Per Week	
Employee Work Hours Per Week/FTE		Full time Standard Hrs. 40	Part time Avg Hrs./FTE	Per Diem Avg Hrs.	
Employee Annual Salary /Hourly Rate		Employee Table/Range	Job Class #		
Pay Group		Comp Rate Code		Comp Freq	
Action Reasons Requested to be Processed					
Secondary Assignment		Reinstatement of Assignment		Secondary Reappointment	

**Step II - Prepare Justification Package**

Approved Secondary Assignment Form	Offer Letter
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