

PART TIME Academic Appointment Check Sheet

Academic employment at less than full time affects benefits eligibility and salary. Therefore, please be aware that all changes in employment must be approved by the Associate Dean for Research. International visitors must meet the prevailing wage for employment at UCB and maintain health insurance for themselves and their dependents for the duration of their stay.

Date Prepared: Department/ORU:

Appointee's Name: Title:

(Full time) Monthly Salary: Percent of Time: Fixed Variable

Effective Date:

The appointee will not work full time for the following reason(s):

Please check one

- Appointee has other employment outside UCB and the UC system (outlined in appointment memo).
- Appointee is a LBL or LLNL employee (outlined in the appointment memo).
- Note: Total combined appointments with UCB and the Labs may not exceed 100% each month. If the campus appointment is a result of temporary funding changes, Career Lab employees will accrue VL, SL and retirement service credit as a paid visitor to campus.*
- Appointee has requested part time employment (outlined in appointment memo).
- Other (Please include detailed explanation in the appointment memo- briefly explain below:

The appointee understands the conditions of their employment. The appointee further understands that the percent of time represents the actual time they will work, and that they are under no obligation to work more than this. Any proposed change in the appointee's percent of time must be reported to the department administrator and will require approval of the Associate Dean for Research.

Employee's Signature:

Date:

Faculty Sponsor:

Date: