



## UNIVERSITY OF THE VIRGIN ISLANDS TEMPORARY APPOINTMENT

T – ST. THOMAS
X – ST. CROIX

POSITION NO.

DATE	EMPLOYEE ID NO.	
LAST NAME	APPOINTMENT NUMBER	
FIRST NAME	BEGINNING DATE	
MIDDLE NAME	ENDING DATE	

Р			POSITION	INFORMATION			
CAMPUS	T – ST. THOMAS X – ST. CROIX	APPOINTMEN TYPE:	T R – REGUL T – TEMPO		FULL TIME %		
DEPARTMENT NAME				TIME SHEET ORG.			
.IOR TITI F							
BASE SALARY		CONTRACT AMOUNT		HOURLY RATE		NO. OF PAYMENT	s
EMPLOYEE CLASS			SALAF GRAD			SALARY STEP	

		ACCOUNT NUMBER							
		FUND	ORGN	ACCT	PROGRAM	ACTV	LOCN	PROJ	SALARY%
1									
2									
3									
4									

APPOINTMENT TERMS AND CONDITIONS

This appointment will serve as your agreement with the University of the Virgin Islands. This temporary appointment does not provide for the accumulation of annual or sick leave or for other fringe benefits.

Compensation for services will be paid on a bi-weekly basis. (If you are employed in another capacity by the University of the Virgin Islands, your earnings under this agreement will be included in your regular paycheck.)

Employment is subject to the policies, rules and regulations of the University and to the availability of the necessary funds.

I agree to the terms of this appointment as stated:

EMPLOYEE SIGNATURE

DATE

Employment is subject to the policies, rules and regulations of the University and to the availability of the necessary funds.

## EMPLOYMENT NOT TO BEGIN UNLESS APPROVED BY PRESIDENT

1)	2)	3A)
DEPT. HEAD / PROJECT DIRECTOR	COMPONENT HEAD	GRANT ACCOUNTING APPROVAL
3B)	4)	5)
BUDGET SUPERVISOR	HUMAN RESOURCES MANAGER	PRESIDENT