
AGENCY APPOINTMENTS

PURPOSE: To outline the procedure and time line that must be followed before a new employee can be placed on the payroll.

- I.** The Employee Information System (EIS) Control Office and the Division of Financial Management will not approve employee appointments which reach their offices later than the effective date of the appointment.
- II.** The Division of Financial Management is charged with the responsibility for determining availability of funds for appointments. State agencies will place employees in an unfair position if the employee is placed on the payroll prior to Division of Financial Management's approval.
- III.** Boise State University operational procedure:
 - A. The Boise State University Human Resources Department prepares the State forms which are required by the Division of Financial Management and EIS Control Offices. The Human Resources Department initiates both the University and the State forms in order that classified appointments are correctly submitted.
 - B. All contract personnel funded through appropriated and non-appropriated funds must have an [Employment Action Form](#) prepared far enough in advance to allow for the proper signatures of Boise State University officials, the preparation of the contract, return of the signed contract by the employee, and preparation of the State forms upon receipt of a signed contract.
 - C. Neither classified nor contract personnel should be authorized to begin work until both Boise State University approval and State approval have been obtained. The employee may not receive pay for the days worked if both approvals have not been obtained.