Please use the form below to notify the Dean’s Office of a WOS appointee’s arrival on campus. **This form is in lieu of a PPS entry (due to appointee not having a social security number).** Both the appointee and the department representative must sign and date the form and forward it to the Dean’s Office.

If a separation date occurs earlier, submit a revised form.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Employee Name: |  |  |
|  |  |  |  |
|  | Department: |  |  |
|  |  |  |  |
|  | Title: |  |  |
|  |  |  |  |
|  | Start Date: |  |  |
|  |  |  |  |
|  | Separation Date: |  |  |

|  |  |  |
| --- | --- | --- |
| Signature: |  |  |
|  | Appointee | Date |

|  |  |  |
| --- | --- | --- |
| Signature: |  |  |
|  | Department Representative | Date |