

Short Term Appointments (2 months or less in duration)

Effective January 2015 to comply with the Affordable Care Act requirements, if you need to set up a Short Term Appointment for a position that does not meet the criteria to be paid using the Miscellaneous Compensation Requirement Form please complete an Payroll Assignment Form. This form is found under Forms in the Payroll section of the Controller's Office website. The instructions for this form can found in Payroll Issues for Managers in the Payroll Procedures & Other Information section of the Controller's Office website and additional information can found in Paying a New Salaried Employee in this same section.

The above process is to be utilized while transitioning employees that may have been previously paid via the Miscellaneous Compensation Request Form but, due to revisions of the use of that form to comply with the Affordable Care Act, no longer meet the conditions for that form. Please note that these are Non-Classified positions that do not require going through the Human Resources application process and as a result, this type of appointment can't extend beyond 2 months. The position will be charged to account 61661-Part Time Salaried. The position will be charged an EB rate of 8.3%. Also, these positions will be paid in the Semi-Monthly payroll.