**Appointment Level**

**Typ:**
Code indicating the appointment type status associated with the appointment.

**Bas:**
Partial-year career employees. Code indicating the number of months in a year the employee will work.

**Appt Begin:**
Date on which the employee’s appointment is effective, in the format: mmddyy.

**Appt End:**
Date on which the appointment is expected to end, in the format: mmddyy. If indefinite, enter **999999**.

**Dur:**  **Enter “I” for Indefinite.**
Code indicating the expected duration of the appointment, if applicable.

**Title:**
Code indicating the classification title.

**Grade:**
Pay grade within the salary range associated with the title code.

**% Full:**
The percentage of time the employee is expected to work in the appointment.

**F/V:**
Code indicating whether the time the employee will work in the appointment is a fixed (F) or variable (V) percentage of time.

**Ann/ Hr Rate:**
The annual salary or hourly rate associated with the appointment.

**Rt:**
Code indicating whether the rate of pay is hourly, annual, or by agreement. Valid codes are:
- **A** = Monthly Paid Employees
- **H** = Hourly Paid Employees
- **B** = By Agreement

**Sch:**
Code indicating the pay schedule on which the appointment will be paid, either biweekly or monthly. Valid Codes are:
- **MO** = Monthly (exempt only)
- **BW** = Biweekly (non-exempt only)

**Time:**
Code indicating the method for reporting time worked in the appointment. Valid Codes are:
- **R** = Exception via online time reporting (Exempt Monthly Paid Employees)
- **Z** = Positive via online time reporting (Hourly Paid non-exempt Employees).
- **E** = Exception (Sub 0 only)
- **W** = Without Salary

**LV:**
Code indicating the rate at which vacation and sick leave will be accrued
**Distribution Level**

**L/ Acct/ Fund/ Sub:**
Code indicating the full accounting unit to which pay will be charged for this distribution.

**Proj:**
For future use only.

**FTE:**
The percentage of the budgeted position which the distribution represents, if applicable.

**Dist %:**
The anticipated percentage of time which is chargeable to the account/ fund.

**Pay Beg:**
Date on which the pay should be charged to the account/ fund, in the format: mmddyy.

**Pay End:**
Date on which pay is expected to end for the account/ fund, in the format: mmddyy. If indefinite, enter 999999.

**St:**
The step within the salary range associated with the title code.

**Rate/ Amount:**
The monthly, bi-weekly, or hourly amount associated with the distribution.

**DOS:**
Code indicating the type of compensation associated with the distribution.