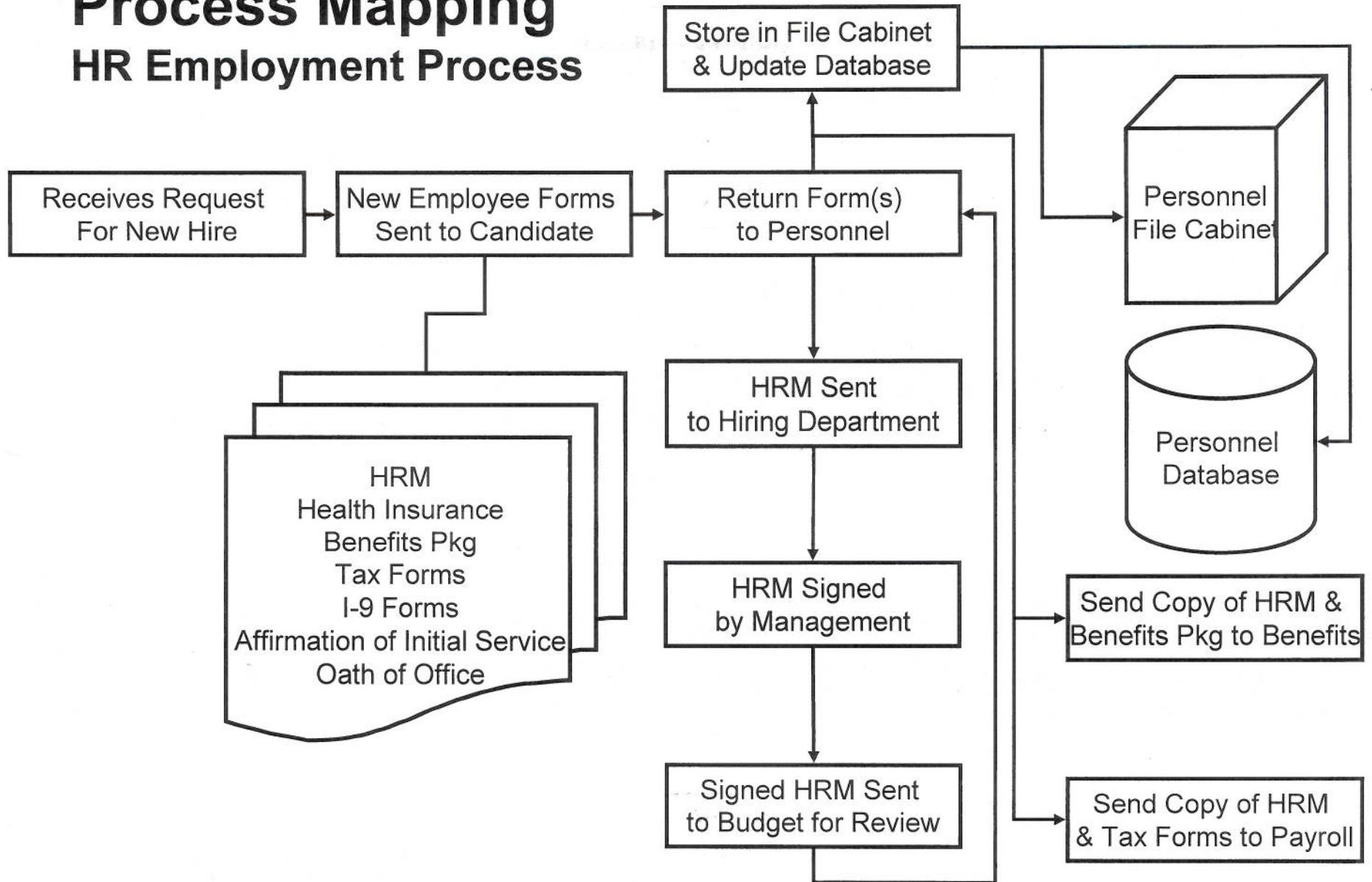


Process Mapping

HR Employment Process





UNIVERSITY AT ALBANY

State University of New York

FORM HRM-2
(7/2008)

Appointment Request

- INSTRUCTIONS:**
1. This form should be used to request appointment of all **academic, professional and classified service staff** funded from State (including temporary service), IFR and DIFR funds. A "Position Authorization Request" (Form HRM-1) should be submitted in advance of making any appointment.
 2. Go to <http://hr.albany.edu/content/hrm-2dir.doc> for detailed directions.

TO BE COMPLETED BY EMPLOYEE

Employee's Name (First Name, M.I., Last Name)		Social Security Number	Date of Birth	Sex (F/M)	Home Phone #	Period #
Home Address: Street		Apt./Box	City	State	Zip Code	Birthplace
Country of Citizenship		Visa Type		Ethnic Group		Disabled
<input type="checkbox"/> American Indian <input type="checkbox"/> Black <input type="checkbox"/> Hispanic (White) <input type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> Hawaiian/Pacific Islander <input type="checkbox"/> Hispanic (Other)		<input type="checkbox"/> Yes <input type="checkbox"/> No		Vet. Stat.		
Current Univ. at Albany Student	Number of Degrees (Attach Resume or C.V.)			Highest Degree Information		
<input type="checkbox"/> Yes <input type="checkbox"/> FT <input type="checkbox"/> No <input type="checkbox"/> PT	Assoc.	Bachelors	Masters	Doctoral	1st Prof.	Date
<input type="checkbox"/> Yes <input type="checkbox"/> No	Most recent previous or present State position		Title	Term. Date	Prev. Retirement Sys.	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Name of agency:				<input type="checkbox"/> ERS <input type="checkbox"/> Other <input type="checkbox"/> TRS	

TO BE COMPLETED BY DEPARTMENT

Department	Charge Account	Supervisor's Name	Phone No.	Email Address
Check Drop (Account Number)	Employee's Campus Address	Employee's Campus Phone	Employee's Email Address	
Effective Date	Line Number	Budget Title (Indicate Campus Title in Remarks)	Rank/Grade	Annual Obligation
				<input type="checkbox"/> Academic Year <input type="checkbox"/> Other-Specify # <input type="checkbox"/> Calendar Year (12M) of months: _____
Salary Rate Basis (explanation in directions)	Salary Rate	PT %	Hrs/Wk (if hourly)	Shift Hours
<input type="checkbox"/> Annual <input type="checkbox"/> Hourly (schedule in remarks) <input type="checkbox"/> Fee <input type="checkbox"/> For the period (FTP)				Pass Days (C.S.)
Stipend Amnt.	Purpose	Stipend Duration	No. of Courses	Course Number(s)
		from _____ to _____		
If Temporary Appointment, indicate duration:			If Term Appt (Professional Service Only), indicate duration:	
<input type="checkbox"/> Temporary Appointment from _____ to _____			<input type="checkbox"/> Term Appointment _____ yrs. from _____ to _____	

REMARKS

Search/Posting# _____

APPROVALS

ADMINISTRATIVE REVIEW

Supervisor/ Department Head _____	Date _____	HRM-1# _____	Financial Mgmt. & Budget _____
Dean/Asst/Assoc VP _____	Date _____	Affirmative Action _____	
VP/ President _____	Date _____	Human Resources Mgmt. _____	

Attachments (download from <http://hr.albany.edu/content/forms.asp#new>): Forms I-9, W-4, IT-2104, Affirmative Action Forms, AP-4 (or attach C.V.)
Oath & Ethics Card (not-downloadable—obtain hard copy from OHRM)

Unique Information Asset ID Number:

CONFIDENTIALITY QUESTIONS	INTEGRITY QUESTIONS	AVAILABILITY QUESTIONS
<p>1 Does the information include or contain PPSI (Personal, Private, or Sensitive Information)? A) No - continue with Confidentiality questions D) Yes - Confidentiality is High (rate below), continue with Integrity questions</p> <p>2 What impact does unauthorized access or disclosure of information have on health and safety? A) None - continue with Confidentiality questions B) Minimal impact - continue with Confidentiality questions C) Limited impact - continue with Confidentiality questions D) Severe Impact - Confidentiality is High (rate below), continue with Integrity questions</p> <p>3 What is the financial impact of unauthorized access or disclosure of information? A) None - continue with Confidentiality questions B) Minimal impact - continue with Confidentiality questions C) Limited impact - continue with Confidentiality questions D) Severe Impact - Confidentiality is High (rate below), continue with Integrity questions</p> <p>4 What impact does unauthorized access or disclosure of information have on the SE mission? A) None - continue with Confidentiality questions B) Minimal impact - continue with Confidentiality questions C) Limited impact - continue with Confidentiality questions D) Severe Impact - Confidentiality is High (rate below), continue with Integrity questions</p> <p>5 What impact does unauthorized access or disclosure of information have on the public trust? A) None - continue with Confidentiality questions B) Minimal impact - continue with Confidentiality questions C) Limited impact - continue with Confidentiality questions D) Severe Impact - Confidentiality is High (rate below), continue with Integrity questions</p> <p>6 Is confidentiality mandated by law or regulation? If yes, determine the impact of unauthorized access or disclosure of information. A) No - continue with Confidentiality questions B) Yes - Minimal impact - continue with Confidentiality questions C) Yes - Limited impact - continue with Confidentiality questions D) Yes - Severe impact - Confidentiality is High (rate below), continue with Integrity questions</p> <p>7 Is the information intended for limited distribution? If yes, determine the impact of unauthorized access or disclosure. A) No - continue with Confidentiality questions B) Yes - Minimal impact - continue with Confidentiality questions C) Yes - Limited impact - continue with Confidentiality questions D) Yes - Severe impact - Confidentiality is High (rate below), continue with Integrity questions</p> <p>8 Is the information publicly available? A) No - see Instructions below, then continue with Integrity questions B) Yes - see Instructions below, then continue with Integrity questions</p>	<p>1 Does the information include medical records? A) No - continue with Integrity questions D) Yes - Integrity is High (rate below), continue with Availability questions</p> <p>2 Is the information (e.g., security logs) relied upon to make critical security decisions ? A) No - continue with Integrity questions D) Yes - Integrity is High (rate below), continue with Availability questions</p> <p>3 What impact does unauthorized modification or destruction of information have on health and safety? A) None - continue with Integrity questions B) Minimal impact - continue with Integrity questions C) Limited impact - continue with Integrity questions D) Severe Impact - Integrity is High (rate below), continue with Availability questions</p> <p>4 What is the financial impact of unauthorized modification or destruction of information? A) None - continue with Integrity questions B) Minimal impact - continue with Integrity questions C) Limited impact - continue with Integrity questions D) Severe Impact - Integrity is High (rate below), continue with Availability questions</p> <p>5 What impact does unauthorized modification or destruction of information have on the SE mission? A) None - continue with Integrity questions B) Minimal impact - continue with Integrity questions C) Limited impact - continue with Integrity questions D) Severe Impact - Integrity is High (rate below), continue with Availability questions</p> <p>6 What impact does unauthorized modification or destruction of information have on the public trust? A) None - continue with Integrity questions B) Minimal impact - continue with Integrity questions C) Limited impact - continue with Integrity questions D) Severe impact - Integrity is High (rate below), continue with Availability questions</p> <p>7 Is integrity addressed by law or regulation? If yes, determine the impact of unauthorized modification or destruction of information. A) No - continue with Integrity questions B) Yes - Minimal impact - continue with Integrity questions C) Yes - Limited impact - continue with Integrity questions D) Yes - Severe impact - Integrity is High (rate below), continue with Availability ques.</p> <p>8 Is the information (e.g., financial transactions, performance appraisals) relied upon to make business decisions? If yes, determine the impact of unauthorized modification or destruction of information. A) No - see Instructions below then continue with Availability questions B) Yes - Minimal impact - see Instructions below then continue with Availability ques. C) Yes - Limited impact - see Instructions below then continue with Availability ques. D) Yes - Severe impact - Integrity is High (rate below), continue with Availability ques.</p>	<p>1 Is availability of the information essential for emergency response or disaster recovery? A) No - continue with Availability questions D) Yes - Availability is High (rate below)</p> <p>2 This information needs to be provided or available: A) As time permits - continue with Availability questions C) Within 1 to 7 days - continue with Availability questions D) 24 hrs. per day/7 days a week - Availability is High (rate below)</p> <p>3 What is the impact to health and safety if information were not available when needed? A) None - continue with Availability questions B) Minimal impact - continue with Availability questions C) Limited impact - continue with Availability questions D) Severe Impact - Availability is High (rate below)</p> <p>4 What is the financial impact if information were not available when needed? A) None - continue with Availability questions B) Minimal impact - continue with Availability questions C) Limited impact - continue with Availability questions D) Severe Impact - Availability is High (rate below)</p> <p>5 What is the impact to the SE mission if information were not available when needed? A) None - continue with Availability questions B) Minimal impact - continue with Availability questions C) Limited impact - continue with Availability questions D) Severe Impact - Availability is High (rate below)</p> <p>6 What is the impact to the public trust if the information were not available when needed? A) None - see Instructions below B) Minimal impact - see Instructions below C) Limited impact - see Instructions below D) Severe impact - Availability is High (rate below)</p>

INSTRUCTIONS FOR RATING EACH COLUMN:
 If ALL of the above answers are A/B (GREEN), rating is **LOW**; if ANY of the above answers are C (YELLOW) and NONE are D (RED), rating is **MODERATE**; if ANY of the above answers are D (RED), rating is **HIGH**
 SCALE: A/B = GREEN = LOW C = YELLOW = MODERATE D = RED = HIGH

CLASSIFICATION RATING FOR CONFIDENTIALITY:

CLASSIFICATION RATING FOR INTEGRITY:

CLASSIFICATION RATING FOR AVAILABILITY: