

# Temporary Appointment Procedure

[Revised 06/23/2025]

**Situation A: Providing payments to a PI, Co-PI, Senior, or Other Personnel who have effort assigned to them in the awarded grant budget** (typically only applies to a federal award)

1. Ask your **Budget Manager** to enter the Temporary Appointment, including the base wage **ONLY** (without fringes), into PeopleAdmin **BEFORE** any work has begun. If you or your budget manager are unsure of the amount of the wage without fringes, contact the Office of Sponsored Programs.
2. The Temporary Appointment should be made starting at the beginning of the performance period to the end of the performance period of that grant year.
  - a. Example: You are a PI who will be working on a grant throughout the entire grant year. Your grant year is from October 1 to September 30. Therefore, your Temporary Appointment should be made indicating this time period.
3. Grant PI, Co-PI, Senior, and Other Personnel will be required to complete Effort Reporting quarterly by indicating the percentage of time actually spent on the grant during that quarter.
4. It is the responsibility of the PI to notify OSP if they, their Co-PI, and/or any Senior or Other Personnel intend to leave Fairmont State and will no longer be participating on the grant. The granting agency will then need to be notified of and approve any changes in personnel.
5. It is the responsibility of the PI to notify OSP if they, their Co-PI, and/or any Senior or Other Personnel fall below their indicated percentage of effort on the grant. Any reduction in effort must be reported immediately to OSP.

**Situation B: Providing payments to an hourly Temporary Appointment**

*This process should be completed if the person is a Fairmont State employee who **does not** have effort assigned to them in the awarded grant budget as a PI, Co-PI, Senior, or Other Personnel but who will be paid on an hourly basis for work performed during the grant period.*

1. Ask your **Budget Manager** to enter the Temporary Appointment, including the hourly wage **ONLY** (without fringes), into PeopleAdmin **BEFORE** any work has begun. If you or your budget manager are unsure of the amount of the wage without fringes, contact the Office of Sponsored Programs.
2. The Temporary Appointment should be made starting at the beginning of the performance period to the end of the performance period of that grant year.

- a. Example: If the person will be working on a grant throughout the semester, and the semester is from August 15 to December 15, then the Temporary Appointment should be made indicating this time period.
3. The Temporary Appointment should clearly state the following at the beginning of the job description: *"This is an HOURLY Temporary Appointment, not to exceed \$XXX."* The job description should also have written in detail exactly what is expected of this person to do.
4. This person will complete the GRANTS TIMESHEET and should document their time daily. The PI will sign off and send it to Payroll at the end of each pay period. This person will only be paid for the time that was submitted.

**Situation C: Providing a payment to other personnel who do not have effort assigned to them in an awarded grant budget**

*This process should be completed if the person is a Fairmont State employee who **does not** have effort assigned to them in the awarded grant budget as a PI, Co-PI, Senior, or Other Personnel nor are they receiving an hourly Temporary Appointment.*

1. Complete the Temporary Appointment Verification Form and send it to your **Budget Manager** to enter the Temporary Appointment into PeopleAdmin **AFTER** the person's tasks have been completed.
2. Send the completed Temporary Appointment Verification Form to **Christy Burner** to keep on file.
3. The person will receive payment after each of their job duties/tasks have been completed.