

Documentation of hiring and appointing of individuals is EXTREMELY important for transparency and so that constituents know who has been appointed to serve them! ***Also, if the appointment is a paid position, the person can not be paid until this process is complete!*** Please read the below instructions and feel free to ask if you have any questions.

Who is appointed? Office Staff positions, Committee representatives, Service Directors, Unfilled Senate Positions, Associate Vice Presidents

How do you make an appointment?

1. Go to as.ucsd.edu
2. Scroll to bottom of page and click "login"
3. Use Single Sign on to log in.
4. There will be a Menu that allows you to "Manage"
5. Select "Council Appointments"
6. Initiate Appointment, and enter all pertinent information!

For Paid Positions:

An e-mail will be sent to the VP Finance to verify the stipend amount, then on to the person being appointed to enter their contact information.

Once the contact info has been updated, I will be notified of the pending appointment. *If the appointment needs council approval, at this point the online system will submit legislation for the Order of Business.* (If you request an appointment be added to the OOB, I will ask you to go back and submit it through this system. I am not trying to be mean, but rather am trying to ensure proper documentation for the student body's benefit... and for legal purposes in the event the position is paid!).

If the appointment does not require council approval, then it is official at this point and will be added as record.

If the appointment requires council approval, I will document council's decision. In the event the appointment fails, the system will record this and the process will stop.

Assuming the appointment passes, the decision will be documented and hiring paperwork will be sent to the appointee.

This paperwork must be COMPLETED AND SUBMITTED before anyone can begin being paid for their work.

The paperwork must be turned in to Masooda Sajady in Human Resources. She will request the hire, and notify myself and the appointed person when the hire has been approved. **Payment can begin on this date, and not before!**

For Unpaid Positions:

An e-mail will be sent to the appointee to garner contact information.

Once the contact info has been updated, I will be notified of the pending appointment. *If the appointment needs council approval, at this point the online system will submit legislation for the Order of Business.* (If you request an appointment be added to the OOB, I will ask you to go back and submit it through this system. I am not trying to be mean, but rather am trying to ensure proper documentation for the student body's benefit... and for legal purposes in the event the position is paid!).

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