

# NORTHERN ILLINOIS UNIVERSITY

# Personnel Action Form (PAF) Faculty Employment

See reverse side for instructions.

EFFECTIVE DATE 1-1-00 SOCIAL SECURITY NUMBER [REDACTED]

EMPLOYEE NAME Fioretti Robert  
(LAST) (FIRST) (MIDDLE INITIAL)

Action(s): Code Description Other Reason(s): Code Description  
Q1 Initial Hire

Employee's Address [REDACTED]  
(STREET NUMBER)

[REDACTED] IL [REDACTED]  
(CITY) (STATE) (ZIP CODE)

Number of years full-time experience at rank of instructor or above in higher education: At other institutions 0 At NIU 0

Rank being assigned Affiliate Rank Department College of Law

Highest Degree J.D. Decision on tenure must be made no later than spring of n/a

**STATUS INFORMATION**

Status Code	Status Date	Exempt	Last Begin NIU Date	Hire Department	Pay Status	Regular Temporary	Full Part-Time	Insurance Base
	1-1-00	E		College of Law	S	T	P	

**JOB INFORMATION**

Job #	Job Begin Date	Job End Date	Position #	Title or Rank	Title or Rank Entry Date
	1-1-00	4-30-00		Affiliate - Credit Course	

Pay Rate	Rate Code	% Full Time	Pay Cycle	Work Department
500.00	P		M1	Law

Contract Begin Date	Contract End Date	Contract # Months	Contract # Payments	Contract Amount	Contingency/Leave Codes
1-1-00	4-30-00	4	4	2000.00	

Account #	Account Name	Earn	Amount	%	Start Date	Stop Date
01-12030-640	Law-Faculty		500.00		1-1-00	4-30-00

- HIRING CHECKLIST**
- \_\_\_\_\_ 1. W-4
  - \_\_\_\_\_ 2. SSN Verification
  - \_\_\_\_\_ 3. Biographic Information
  - \_\_\_\_\_ 4. I-9
  - \_\_\_\_\_ 5. Report of Status
  - \_\_\_\_\_ 6. Beneficiary Designation
  - \_\_\_\_\_ 7. Student Loan Status
  - \_\_\_\_\_ 8. Salary Option (Regular Staff Only)
  - \_\_\_\_\_ 9. Acceptance Letter
  - \_\_\_\_\_ 10. Offering Letter Copy
  - \_\_\_\_\_ 11. Letters of Recommendation
  - \_\_\_\_\_ 12. Vita
  - \_\_\_\_\_ 13. Transcript
  - \_\_\_\_\_ 14. CSO

**COMMENTS/SPECIAL INSTRUCTIONS:**

To teach State and Local Government

ELIGIBLE FOR VACATION YES \_\_\_\_\_ NO \_\_\_\_\_

ELIGIBLE FOR ACCUMULATIVE SICK YES \_\_\_\_\_ NO \_\_\_\_\_

U.S. CITIZEN YES \_\_\_\_\_ NO \_\_\_\_\_ IF NO, VISA TYPE \_\_\_\_\_

**BENEFITS INFORMATION**

SURS Eligibility \_\_\_\_\_ Insurance Eligibility \_\_\_\_\_ Leave Accrual Plan \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_ Date \_\_\_\_\_

**APPROVALS**

FUND ADVISOR/PRINCIPAL INVESTIGATOR	DATE	COLLEGE/DIVISION	DATE
GRANTS FISCAL ADMINISTRATION/ACCOUNTING	DATE	OFFICE OF THE PROVOST/VICE PRESIDENT	2/24/00
DEPARTMENT	DATE	OFFICE OF THE PRESIDENT	DATE

February 1, 2000

Mr. Robert Fioretti  
Fioretti & Des Jardins, Ltd.  
Eight South Michigan Ave., Suite 3400  
Chicago IL 60603

Dear Mr. Fioretti:

Thank you for agreeing to teach State and Local Government at the College of Law during the Spring semester of the 1999/2000 academic year. Your class is scheduled for Tuesdays from 5:30 - 7:10 p.m. in Swen Parson Hall Room 186. The first class is scheduled for Tuesday, February 1, 2000.

I am pleased to be able to provide you with an honorarium of \$2,000 and to reimburse you for your actual expenses (mileage) incurred in connection with teaching the course. Please submit a brief statement indicating your total mileage to our business manager Bob Snow at the end of the semester. Your honorarium will be processed through our payroll office and you will receive your checks on the first of the month. Enclosed is a W-4 form, an I-9, a Vehicle Registration form and an automatic payment deposit form. We will also provide you with a parking pass. Please complete and return these forms along with a copy of a current resume in the return envelope.

We very much appreciate your taking on this assignment. It represents a substantial commitment to legal education and to the enrichment of our curriculum.

Sincerely,

LeRoy Pernell  
Dean and Professor

c: Associate Dean Reynolds