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<th>TABLE NO</th>
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<th>APPT TYPE</th>
<th>TITLE UNIT CD</th>
<th>APPT REP CD</th>
<th>TITLE BEGIN</th>
<th>TITLE END</th>
<th>EFFECTIVE DATE (MMDDYY)</th>
<th>ASSESSMENT RATE CD</th>
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</table>

**PERSONNEL PROGRAM CODE**  
Values: 1, 2, or A

**APPOINTMENT TYPE**  
Values: 1, 2, 3, 4, 5, 6, 7, 8 or blank

**TITLE UNIT CODE**  
Values: no edits, may be blank

**APPOINTMENT REPRESENTATION CODE**  
Values: C (covered), U (uncovered), or blank  
Note: Employee record values of "S" will be treated as "U" for table matching functions.

**TITLE CODE (RANGE BEGIN AND END)**  
Values: blank or contained on Title Code Table

**EFFECTIVE DATE**  
Values: Required field, must be a valid date

**ASSESSMENT RATE CODE**  
Values: Must equal "NONE" or be contained on Assessment Rate Table

---

PREPARED BY: ___________________  DATE: ____________

APPROVED BY: ___________________  DATE: ____________

RETN: UNTIL ACTION TAKEN