

Funding/Appointment Type Matrix

Offer Letter/Contract Funding Matrix	Type of Appointment	Type of Offer Letter	Type of Contract	Comments
Funding for USPS Appointments				
E&G	USPS Hire	Standard Offer Letter	n/a	
Contracts & Grants	USPS Hire	Time-limited Offer Letter	n/a	
Local	USPS Hire	Time-limited Offer Letter	n/a	Time-limited Offer Letter would be used unless dept. is time-limited exempt
Auxiliary	USPS Hire	Time-limited Offer Letter	n/a	Time-limited Offer Letter would be used unless dept. is time-limited exempt
Carry Forward	USPS Hire	Time-limited Offer Letter	n/a	Carry Forward is left over E&G money, so it has an end date.
Funded by two different Soft Money Sources	USPS Hire	Time-limited Offer Letter	n/a	Comments can be made in the Offer Letter on the percentage the appointment is funded by each source.
Split Funded-Soft Money & E&G	USPS Hire	Time-limited Offer Letter	n/a	Comments can be made in the Offer Letter on the percentage the appointment is funded by each source.
Funding for A&P Appointments				
E&G	A&P Hire	A&P Offer Letter	E&G Funded	
Contracts & Grants	A&P Hire	A&P Offer Letter	Soft Money Funded	Box for Contracts & Grants should be checked on the contract.
Local	A&P Hire	A&P Offer Letter	Soft Money Funded	Box for Local should be checked on the contract.
Auxiliary	A&P Hire	A&P Offer Letter	Soft Money Funded	Box for Auxiliary should be checked on the contract.
Carry Forward	A&P Hire	A&P Offer Letter	E&G Funded	Carry Forward is left over E&G money, so it has an end date; as such, the employee class should state Visiting, the end date should be specified, and a note in the contract conditions indicating the funding is carry forward with an end date of xx/xx/xxxx should also be included.
Funded by two different Soft Money Sources	A&P Hire	A&P Offer Letter	Soft Money Funded	Use one soft money funded contract, default the end date to the source ending first (and match that of the job offer), check the funded by source boxes accordingly, and make a note in the contract conditions about the types of funding.

Funding/Appointment Type Matrix

Split Funded-Soft Money & E&G	A&P Hire	A&P Offer Letter	E&G Funded, and Soft Money Funded	Two contracts--a soft money contract and an E&G contract. The FTE and salary on each contract must be proportionate to the FTE for that funding source. The end date on the contracts must default to the funding line that ends first (and match the job offer). The contract conditions should indicate the breakdown (listing out the funding types/percents) and stating two contracts were done to reflect.
Notes:				
<i>If appointing an USPS employee in Temporary, Emergency, or Trainee status, the conditions and respective end date of the appointment should be noted in the offer letter. The standard offer Letter should be used, unless the position is funded by soft money.</i>				
<i>If appointing an A&P employee in Visiting, Acting, or Provisional status, the conditions and respective end date of appointment should be noted in the A&P offer letter and contract. The E&G contract should be used unless the position is funded by soft money in which case the soft money contract should be used.</i>				
<i>Executive Service hires must complete an Executive Service Contract.</i>				