HR Front End Transaction – Reappoint a Summer Academic Job

Overview

Transaction type: Reappointment

Routing: Org Initiate, Org Review, College Review, Campus Apply

Documents to attach:

- Request for exception to limit on summer appointment - if exceeds 2 months of full time service equivalent and exceeding compensation of 2/9ths of full time equivalent rate per month
- Written permission from ISSS or program sponsor for employees holding a J-1 visa (requires a new letter for each job)

Additional Document Needed:

I-9 (via Tracker) – if employee is international and their work authorization needs to be extended

HR Front End Detailed Steps

1. Search for employee and open Employee Record View.
2. Select Transactions » Reappointment.
3. Select the job to be reappointed by clicking on it and click Continue. Only previous summer jobs should be reappointed for the current year (suffix will be S0). Only 9/12 and 10/12 employees are eligible.
4. Type Job Begin and Job End Dates (should be somewhere between 5/16/YY and 8/15/YY). Summer jobs cannot begin prior to 5/16 or end after 8/15.
5. Click Continue.
6. Choose the correct job by clicking on it to expand
   a. Select 1, 2 or 3 factors. The factor will match the number of pay periods.
   b. Edit the Job FTE, using decimal value from 0.01 to 1.00
      Note: you will receive a message indicating the default earnings hours/unit value corresponding to this job has been updated. Click OK
   c. Enter the job’s MONTHLY salary
   d. Verify the Job Change Reason - Add Summer Job (Acad & Grad)
   e. Verify Timesheet Org (defaulted from position budget org)
   f. Verify Leave Category is IN - Ineligible
   g. Verify the Job Labor Distribution:
      i. If a change is needed to existing values click on that field, overwrite the numbers, and click Update to the right of the LD row. Note: You must click Update next to each LD row for which you change values.
      ii. If an additional line is needed, use vertical blank fields below the LD row(s) to enter data, click Add LD.
   h. Type a Job Comment. If rate is other than 1/9th per month please explain. Also include contact email & phone number, and click Add Comment. Note: Once the comment is added you cannot change or remove it.
7. If necessary, add attachments(s) as follows:
   a. Click Attachments tab
   b. Click Add Attachment
c. Click Browse, select document to attach (either on your hard drive or network drive).
d. Click Open
e. Click Add
f. Select Document Type, and type a Description.
g. Repeat as necessary for additional documents. Once all are listed, click Upload. Check the message at the top of the screen to ensure that no error occurred.
h. Click Done.
i. You may change the Doc Type in Employee Record View by using the drop down box. You can also edit the Description. Then click Save Attachment.

8. Routing
a. Review all changes and Route. Should get message Success routing to Org Review stop.
b. If initiator also has Org Review permissions, click the Take Ownership button in the Employee Record View. Otherwise, the transaction appears in Org reviewer Group Inbox. Org reviewer must Take Ownership, review, and Route. Should get message success routing to COLLEGE Review stop. (If reviewer is not the Home Org transaction routes to the Home Org before going to the college stop.)
c. Transaction appears in college reviewer Group Inbox. College reviewer must Take Ownership, review, and Route. Should get message success routing to CAMPUS Apply stop. (If reviewer is not the home college transaction routes to the home college before going to the campus stop.)
d. Transaction appears in Academic HR Group Inbox. Academic HR must Take Ownership.
   i. Verify that all required documents are attached.
   ii. Click once on the Service Dates and Contract Parameters accordion to expand.
   iii. Edit the Effective Date, Service Begin Date, and Service End Date.
   iv. Review remainder of transaction and Apply.

Revised 11/3/11