HR Front End Transaction – Reappoint a Summer Graduate Job

Overview

Transaction type: Reappointment

NOTE: Job must have same title and be in the same Org code as prior summer job

Routing required – Dept/Org Initiate, Org Review, Org (Home Org) Apply - (if student is a grad fellow, the Fellowships Office will also review the transaction, Campus HR will apply if the students home Org is the Fellowship Office 683000)

Documents to attach:

- Accepted Offer Letter
- Grad Request for Exception to Limit on Summer Appointment document – 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; Home Org will need to add an Employee Data Change component to enter the new employment eligibility expiration date.

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 (which have the SM suffix) should be reappointed for the current year.
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. Edit the factors to match the number of pay periods (# of paychecks the employee will receive during the summer).
   b. Edit the Job FTE if needed, using decimal value from 0.01 to 1.00
      Note: if you change the FTE 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 (must be at or above the campus minimum and be proportionate to the spring salary); the ANNUAL salary will automatically calculate (will be monthly salary x factors)
   d. Verify Timesheet Org; change if needed
   e. Verify Leave Category is IN – Ineligible; change if other than IN
   f. 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.
g. Type a **Job Comment**. If rate is other than $1/9^{th}$ 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. To add attachment(s) follow the steps below:
   - Click Attachments tab
   - Click Add Attachment
   - Click Browse, select document to attach (either on your hard drive or network drive).
   - Click Open
   - Click Add
   - Select Document Type, and type a Description.
     - Offer Letter = Offer/Acceptance Letter
   - Repeat as necessary for additional documents.
     - Grad Request for Exception to Limit on Summer Appointment = Exception to Limit on Summer Appointment
     - J-1 Letter = Employment Docs
   - Once all are listed, click Upload. Check the message at the top of the screen to ensure that no error occurred.
   - Click Done.
   - 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. Transaction appears in Org reviewer **Group Inbox**. Org reviewer must **Take Ownership**, review, and **Route**. Should get message success routing to Org Apply stop for Home Org.
   c. Transaction appears in Home Org **Group Inbox**. Home Org must **Take Ownership**, review, and **Apply** (if student is a grad fellow, the Fellowships Office will also review the transaction, Campus HR will apply if the students home Org is the Fellowship Office 683000).