

HR Front End Transaction – Reappoint a Lump Sum Job

Transaction Type –Reappointment

Routing required – Department initiates and routes, College reviews and routes, HR reviews and applies

Documents to attach – Service in Excess of 100% (if employee is currently 100% in BANNER)

HR Front End procedure (details – steps)

1. Find employee, go to ERV
2. If you don't know which job you need to reappoint, click [Limited ERV](#), view position/suffix and job end dates. Click [Full ERV](#)
3. Select "Reappointment" from the transaction menu
4. Select the job to be reappointed by clicking on it, click [Continue](#).
5. Enter Job Begin and Job End dates for lump sum using "standard" pay period dates of the 16th of the month for the begin date and the 15th of the month for the end date. Click [Continue](#). (this will take you back to ERV)
6. Choose the correct job by clicking on it to expand
 - a. Change job title to match regular title
 - b. Enter total lump sum in monthly or annual salary field (the hourly, monthly and annual will all be the same since there is one factor/pay)
 - c. Verify timesheet org (defaulted from position budget org)
 - d. Verify job labor distribution – if change is needed for current data, click on that field, overwrite the numbers and click [Update](#). If an additional line is needed, use vertical blanks field, enter data, click [Add LD](#)
7. Enter job comment – description of services provide **WITH** actual service dates listed. Click [Add](#).
8. If necessary, add attachment(s) as follows:
 - a. Click [Attachment](#) 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](#), select document type
 - f. Repeat as necessary for additional documents
 - g. 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 from ERV by clicking the drop down box, select appropriate document type and click [Save](#).
9. Click Memo Tab, enter memo with your contact e-mail address & phone number.
10. If Lump Sum requires use of the "SAP" earn code, please note that in the Transaction MEMOS tab at the top of ERV.
11. Review all changes, [Route](#)
12. College retrieves from group inbox, takes ownership, reviews, and routes (may require more than one College route depending on the orgs involved).
13. Central HR retrieves from Group Inbox, [Take Ownership](#), review. If "SAP" earn code was specified by the unit in Transaction MEMOS tab, Central HR need to override the default "ADL" earn code with "SAP", places the amount of the Lump Sum in the "Special Rate" field, enters the lump sum "job end date" PLUS one day in the Default Earnings' "End Date" field, and then presses the "UPDATE" button.

14. Central HR Applies transaction