

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**.