**HR Front End Transaction –Academic Professional Reappointment (Non Budgeted)**

Transaction type – Reappointment

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

New I-9 if needed (international with update re employment eligibility)

The University of Illinois uses Tracker for completing I-9s. The employee must complete and sign (electronically) Section 1 on or before their first day of work for pay. The appropriate I-9 Manager or Designated Agent must complete and sign (electronically) Section 2 no later than the third day of work for pay. The I-9 must be completed in Tracker before the HR Front End transaction is routed to campus human resources/Student Employment. Campus human resources/Student Employment will return any transaction that does not have an I-9 completed in Tracker. Should a transaction be returned, the unit must ensure the I-9 is complete in Tracker, then route the transaction once again to campus human resources. Failure to complete the I-9 in a timely manner and/or attached to the HRFE transaction can delay payment to the employee.

HR Front End procedure (details – steps)

1. Find employee, go to ERV
2. Select "Reappointment" from the transaction menu
3. Select the job to be reappointed by clicking on it, click <u>Continue</u>.
4. Enter Job Begin and Job End Dates for the reappointment; click <u>Continue</u> (this will take you back to ERV).
5. Choose the correct job by clicking on it to expand
    a. Change Job FTE (in decimal style 0.01 to 1.00), if necessary – this will automatically recalculate the 3 salary fields Note: you will receive a message indicating the default earnings hours/unit value corresponding to this job has been updated. Click <u>OK</u>
    b. Change MONTHLY salary, if necessary
    c. Verify timesheet org (defaulted from position budget org)
    d. Add job comments and click the <u>Add Comment</u> button. Note that once the comment is added you cannot change or remove it.
    e. Verify job labor distribution – if change is needed for current data, click on that field, overwrite the numbers and click <u>Update</u>. If an additional line is needed, use vertical blanks field, enter data, click <u>Add LD</u>
6. If necessary, add attachment(s) as follows:
    a. Click <u>Attachment</u> tab
    b. Click <u>Add Attachment</u>
    c. Click <u>Browse</u>, select document to attach (either on your hard drive or network drive)
    d. Click <u>Open</u>
    e. Click <u>Add</u>, select document type
    f. Repeat as necessary for additional documents
    g. Once all are listed, click <u>Upload</u>. Check the message at the top of the screen to ensure that no error occurred.
    h. Click <u>Done</u>
    i. You may change the doc type from ERV by clicking the drop down box, select appropriate document type and click <u>Save</u>.
7. Click Memo Tab, enter memo with your contact e-mail address & phone number.
8. Review all changes, <u>Route</u>.

9. College retrieves from group inbox, takes ownership, reviews, and routes (may require more than one College route depending on the orgs involved).
10. Central HR retrieves from Group Inbox, <u>Take Ownership</u>, review and <u>Apply</u>