HR Front End Transaction – Reappoint a Fall or Spring Graduate Assistantship

Overview

Transaction type: Reappointment
Routing: Org Initiate, Org Review, Home Org Review (if different than appointing Org), College Review (if added by system), Apply
Documents to attach:

- Offer/Accept letter
- Written permission from ISSS or program sponsor for employees holding a J-1 visa (requires a new letter for each job) if applicable

 I-9 Reverification (if necessary due to VISA expiration):
The University of Illinois uses Tracker for completion and reverification of I-9s. To update or reverify an employee's work authorization, the appropriate I-9 Manager or Designated Agent must complete Section 3 of the I-9 electronically in Tracker **on or before the prior expiration date or the date of reappointment following a break in service,** and before the HR Front End transaction is routed. Should a reappointment be processed without a valid I-9, Academic HR will contact the unit and/or college. (I-9 Job Aids are available on http://www.ahr.illinois.edu)

HR Front End Detailed Steps

1. Select **Employee Search** or enter **UIN** under **Quick Search** on home screen
2. Verify employment eligibility:
    a. Check **General Information tab** to verify employment eligibility (VISA expiration date). If expired or needs extended, process a reverification I-9 as noted above. Note: job end date cannot be after VISA expiration date.
    b. If VISA expiration date needs extended and if grad's home org, process an **Employee Data Change (EMP)** transaction. If not home org, move to step 3.
        i. Select **Transactions» Employee Data Change (EMP)**, change VISA expiration date and VISA code (if needed)
        ii. Click **Save**
        iii. Click **Add Change**
3. Select **Transactions**» **Reappoint/Reactivate Job**
4. Select the job to be reappointed by clicking on it. Do not attempt to reappoint a previous summer job (SM suffix) for either Fall or Spring semesters. Click **Continue.**
5. Enter **Job Begin Date** and **Job End Date** for the new appointment. Typical dates are 8/16/YY to 12/31/YY and 1/1/YY to 5/15/YY. Note: job end date cannot be after VISA expiration date. Click **Continue** to return to Employee Record View (ERV).
6. If VISA needs extended and not home org, add transaction **Memo** instructing home org to add an **Employee Data Change (EMP)** component. Include VISA code if needed and new expiration date.
7. Click on the job to expand
8. On the **Job Data** screen:
    a. Edit the **Job FTE** if necessary, using decimal value from 0.01 to 1.00. Note: the total FTE range to qualify for tuition waiver is 0.25 to 0.67. You will receive a message indicating

the default earnings hours/unit value corresponding to this job has been updated. Click **OK**.

b. Review the **Monthly** salary (ensure the salary meets campus or bargaining agreement requirements). Update if necessary.

c. Select **Job Change Reason**. If reappointing at the same rate of pay, the default Job Change Reason RA001 (Reappointment) is correct. If change in salary is due to academic progress, select SA026 (Academic Progress). If change in salary is due to annual increase, select SA008 (Annual Increase).

d. Verify **Timesheet Org**. Select from drop down list if change is needed.

e. Type a **Job Comment** that includes contact email & phone number, explanation for any salary increase/FTE change and click **Add Comment.** Note: once the comment is added you cannot change or remove it.

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.**

9. Add attachment(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**.

10. Routing
   a. Review all changes and click **Route.** Should get message success routing to Org Review Stop.
   b. Unless transaction needs to be reviewed by someone else, continue to click **Take Ownership** and **Route** until take ownership is no longer an available option.
   c. Transaction will continue to route through the Org Review, Home Org Review (if applicable) and College Review, depending on the initiator's permissions.
   d. Note: If I-9 reverification was required and appointing unit is not Home Org, Home Org will need to add Employee Data Change (EMP) component as noted in Memo (see Step 6 above).
   e. Note: If Grad's Home Org is the Fellowship Office, transaction will route to the Fellowship Office for home org approval.
   f. If transaction contains an Employee Data Change (EMP) component or Home Org is the Fellowship Office, it will route to Academic HR for apply.