

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 1/9th 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. 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).