Human Resource Front End Transaction – Notice of Non-Reappointment

Overview

Description	This document outlines the steps for completing a Notice of Non-Reappointment (NONR).
Transaction Menu	Employee Job Record Change
Routing	Org Initiate, Org Review, College Review, Campus Apply * ** This might change based on shared appointments*
Documents to attach	Terminal letter which was given to the employee requesting that a Notice of Non-Reappointment is issued by the Board of Trustees. This is the only document that will need to be attached for all new Notice of Non-Reappointment's.

Steps

1. Search for employee and open **Employee Record View**.
2. Enter the date the change should take effect in the **View Date** field.

> **Note**: This date should allow for a 3 weeks period so the Board of Trustees may approve the Notice of Non-Reappointment. The proposed effective date of the notice may change.

3. Click the **View** button.
4. From the navigation bar, select **Transactions»Employee Job Record Change**.
5. Click once on the job that requires the change to expand the ***Job Detail*** if it is not already expanded.
6. Select a **Job Change Reason** of *NR001= Notice of Non-Reappointment*
7. If desired, type a **Job Comment** explaining the change, and click the **Add** button.

> **Note**: All Job Comments appear in the Banner record. Once the comment is added, you cannot edit or remove it.
> Do not enter an End Date - this will be entered by Central Human Resources after research is done on their notice rights.

8. Click the **Save** button.
9. If necessary, add attachment(s) as follows:
   a. Click the **Attachments** tab.
   b. Click the **Add Attachment** button.
   c. Click the **Browse** button.
   d. Select the document to attach (either on your hard drive or network drive).
   e. Click the **Open** button.
   f. Click the **Add** button.
   g. Select a **Doc Type** "Notification of Non Reappt"
   h. Type a **Description** of the document.
   i. Repeat steps c—h as necessary for additional documents.
   j. Once all documents are listed, click the **Upload** button. Check the message at the top of the screen to ensure that all documents uploaded successfully and no errors occurred.
   k. Click the **Done** button.

> **Note**: You can change the Doc Type in the Employee Record View by using the drop down box. The Description can also be edited. If you make any changes, click the Save Attachment button to resave your changes.

10. If desired, click the **Memos** tab and type any transaction-specific memos describing the change, and click the **Add** button.

> **Note**: Memos do not appear in Banner. They only relate to the transaction. However, once the memo is added, you cannot edit or remove it.
> The proposed dates for the Notice can be added in the Memos to indicate what the unit has calculated. .

11. Click the **Save** button.
12. Review all changes again and click **Route**. A message appears at the top of the Employee Record View stating success routing to ORG Review stop.