

Human Resource Front End Transaction – Graduate Reappointment

Overview

Description	This document outlines the steps for completing a Reappointment for the Employee Group "G".
Transaction Menu	Reappointment/Reactivate
Routing	Org Initiate → College Review → College Apply * * This will change based on shared appointments with other Colleges.
Documents to attach	Offer- Acceptance Letter

Steps

1. Search for employee and open **Employee Record View**.
2. Type the date the change should take effect in the **View Date** field.
3. Click the **View** button.
4. From the Navigation bar, select **Transactions» Reappoint/Reactivate Job**.
5. In the Reappoint/Reactivate Job Wizard, Select the job to be reappointed by clicking on it and click the **Continue button**.

Note: Fall and Spring Reappointments: Select the position with a 00 suffix.
Summer Reappointments: Select the position with a SM suffix.

Note: This Type should have a *Pooled* status. If the position **Type** is not Pooled changes need to follow the Position Creation Maintenance (PCM) instructions to complete a transaction BEFORE processing the Reappointment transaction.

6. Enter the Reappointment **Begin** and **End Dates** and click the **Continue button**.

Note: Summer jobs must start after 5/15 and must end on or before 8/15.

Note: If you have a graduate student who works .50 FTE or more during the academic year and who exceeds 2/9ths summer at .67 FTE. The "Request for Exception to Limit on Summer Appointment" form must be completed.

7. In **Employee Record View** expand the job accordion by clicking on once if it is not expanded.

Note: Job Begin Date will always reflect the date the employee first held this job.

- a. Change the **Job FTE** if necessary, using a decimal from 0.01 to 1.00 (eligibility for tuition waiver range is 0.25 to 0.67) and press the Tab key. The three salary fields automatically recalculate.

Note: A pop-up message indicating the default earnings hours/unit values corresponding to this job have been updated will appear. Click the Ok button.

- b. Change the **Monthly** rate if needed (Min Stipend: <http://www.uic.edu/depts/hr/ahr/minimagrad.shtml>)
- c. Verify the **Timesheet Org** (defaults from Position **Budget Org**) is correct.
- d. Type a **Job Comment** (if needed) 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.

Human Resource Front End Transaction – Graduate Reappointment

- e. Click the **Job Labor Distributions** accordion to expand it if it is not already expanded.
 - f. Verify the labor distribution information.
 - i. If a change is needed to existing values click on that field, type over the numbers and click the **Update** to the right of the LD row for which you changed values.
 - ii. If an additional line is needed, click the Add button and use the vertical blank fields below the LD row(s) to enter data, click the Update button below the fields.
8. 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**.
 - 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. You can also edit the **Description**. If you make any changes, click the **Save Attachment** button to resave your changes.

9. If necessary, 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.

10. Click the **Save** button.

11. Review all changes again and click **Route**. A message appears at the top of the Employee Record View stating success routing to the College review stop.

Route Stops*

- **ORG Initiate:** The transaction appears in ORG Initiate **Group Inbox**. ORG initiate must **Take Ownership** of the transaction. They will review and/or edit the transaction and **Route** it to the COLLEGE Review stop.
- **COLLEGE Review:** The transaction appears in COLLEGE reviewer **Group Inbox**. COLLEGE reviewer must **Take Ownership** of the transaction. They will review and/or edit the transaction and **Route** it to the COLLEGE applier.
- **COLLEGE Apply:** The transaction appears in COLLEGE Apply **Group Inbox**. College applier must **Take Ownership** of the transaction. They will review the transaction and verify that all required electronic documents are attached. Once they confirm the transaction, they will click the **Apply** button, which completes the transaction and updates Banner.

* This might change based on shared appointments

Note: If the employee has another appointment in another Department or College, the transaction will be routed to that Department or College for review. The Home College will be able to Apply the transaction.