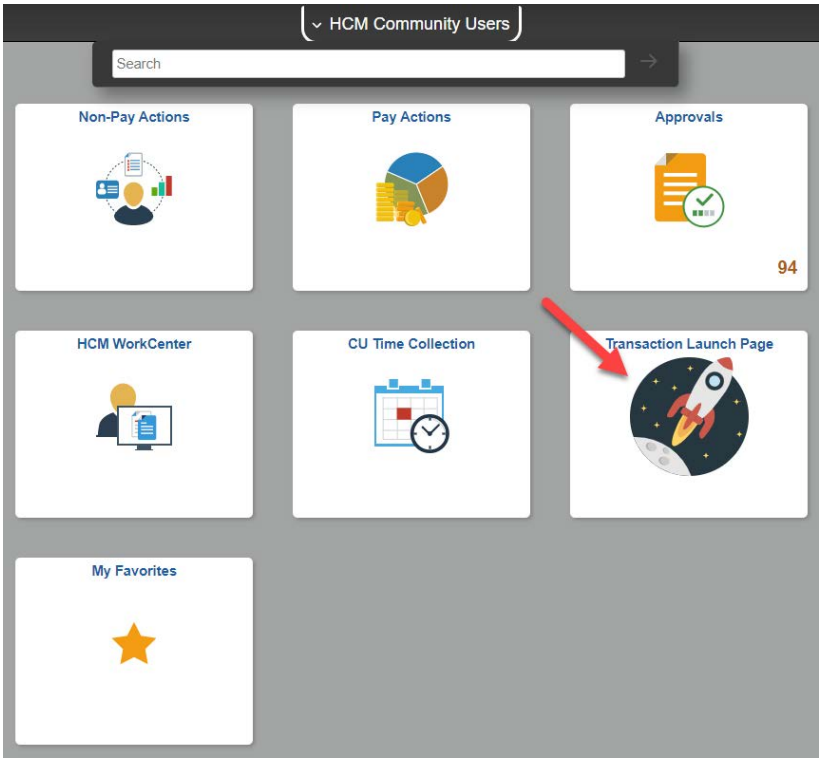
Reappointing a Lecturer, GPTI or TA on a Contract

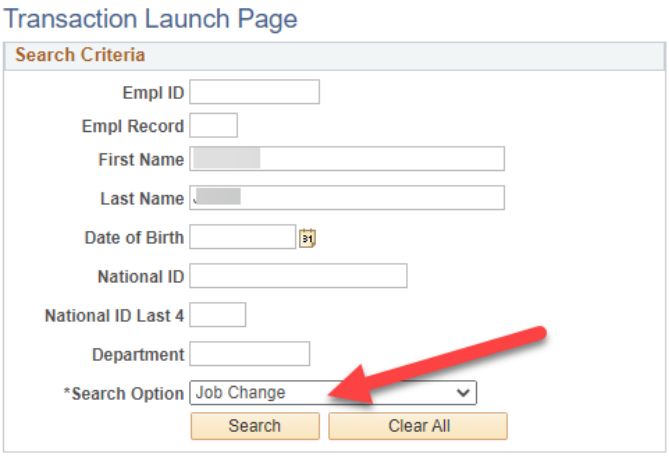
Since the summer 2022 term ends at the end of July, your Lecturers/GPTIs/TAs should be on Short Work Break. Before reappointing them, you must return them from SWB using effective date 8/22/22.

Before proceeding with the reappointment, make any necessary updates to the Position (standard hours) **effective 8/22/22**. Once approved, you can proceed with the reappointment.

Click on the Transaction Launch Page in HCM.

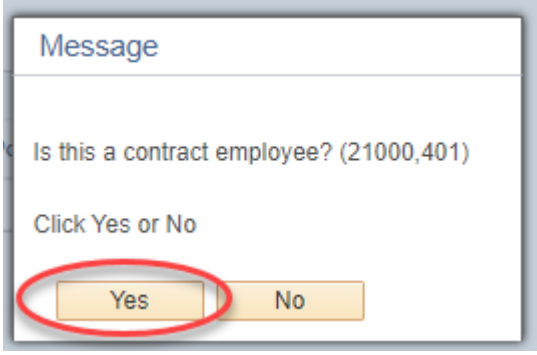


Enter Empl ID or Name. Select Search Option **Job Change**. Click Search.

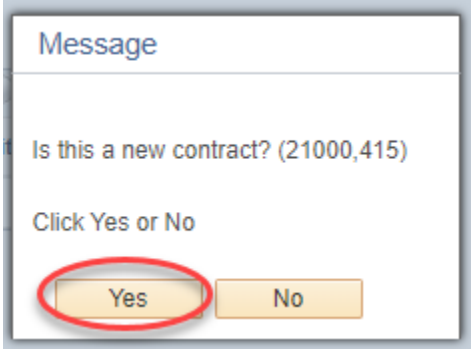


Select the record that you want to reappoint. Click Submit.

You will get a pop-up message asking if this is a contract employee. Click Yes.



You will then get a second pop-up message asking if this is a new contract. Click Yes.

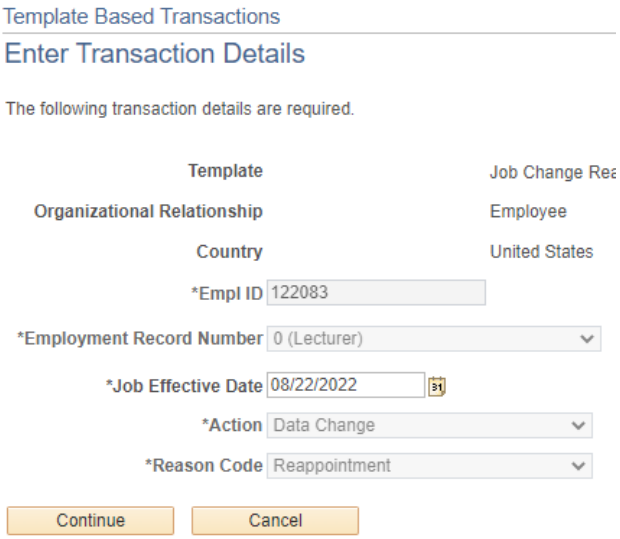


You will then get a pop-up asking you to enter the Effective Date of the Contract.

Enter **8/22/22**. (Note: This date will change each AY.)

Click OK.

You will then see the Enter Transaction Details Page. Note that the Action (Data Change) and Reason Code (Reappointment) are already selected for you and are not editable.



Click Continue.

On the next page you will see a lot of defaulted employee and position information that is not editable.

Pay Group
For Lecturers, use Pay Group **MON**
For GPTIs and TAs, use Pay Group **STM**

For contracts, the Employee Type should always be Salaried, Compensation Frequency should be Contract, and Comp Rate Code should be BASEC – Base Contract. When you select the MON pay group, these fields will default correctly automatically. With STM pay group, pay can be either monthly or contract, so if these fields are grayed out and you need to change them from Monthly to Contract, select a different pay group, then go back and select STM pay group again. That will update these fields correctly.

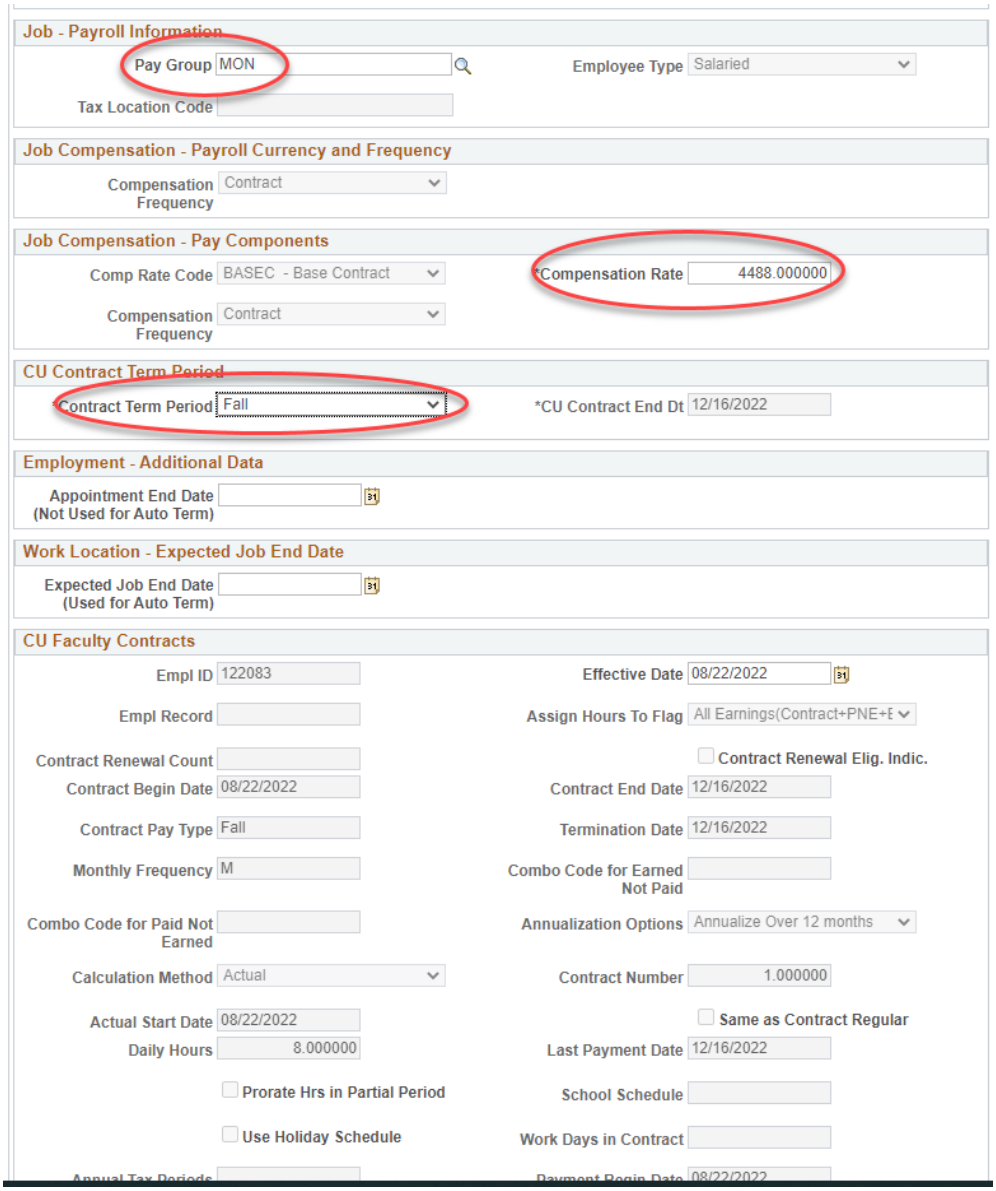
Compensation Rate
Enter the TOTAL semester pay amount (e.g. Lecturer/GPTI - $4,488 for a lower division 3-credit course or Graduate TA - $3,981 for a 3-credit course)

Contract Term Period
Select the appropriate term (Fall, Spring, etc.)

Both the Appointment End Date and Expected Job End Date fields should be left blank.

Do NOT change anything in the CU Faculty Contracts section.

Click Save and Submit for Approval.


Job - Payroll Information
Pay Group MON
Employee Type Salaried
Tax Location Code
Job Compensation - Payroll Currency and Frequency
Compensation Frequency Contract
Job Compensation - Pay Components
Comp Rate Code BASEC - Base Contract
*Compensation Rate 4488.000000
Compensation Frequency Contract
CU Contract Term Period
*Contract Term Period Fall
*CU Contract End Dt 12/16/2022
Employment - Additional Data
Appointment End Date (Not Used for Auto Term)
Work Location - Expected Job End Date
Expected Job End Date (Used for Auto Term)
CU Faculty Contracts
Empl ID 122083
Effective Date 08/22/2022
Empl Record
Assign Hours To Flag All Earnings(Contract+PNE+E
Contract Renewal Count
Contract Renewal Elig. Indic.
Contract Begin Date 08/22/2022
Contract End Date 12/16/2022
Contract Pay Type Fall
Termination Date 12/16/2022
Monthly Frequency M
Combo Code for Earned Not Paid
Combo Code for Paid Not Earned
Annualization Options Annualize Over 12 months
Calculation Method Actual
Contract Number 1.000000
Actual Start Date 08/22/2022
Same as Contract Regular
Daily Hours 8.000000
Last Payment Date 12/16/2022
Prorate Hrs in Partial Period
School Schedule
Use Holiday Schedule
Work Days in Contract
Annual Tax Periods
Payment Begin Date 08/22/2022