

# Reappointing Current Lecturers, GPTI's or TA's on Contract

## 1. Update position information

Only complete this step if the standard hours or supervisor of the lecturer or student faculty are changing from the previous term. **If no changes need to be made to the position, move on to Step 2: Review/Update Position Funding.**

- Enter the position number into the "Add/Update Position Info" page and click "Search".
- Click the plus sign in the top right corner to add a row. As this is a filled position, the effective date should be the date of the appointment start date of the current term/contract. Use Reason code as "PCT" for Change Percent Time/Standard Hours or "RPT" for New Supervisor/Manager.

Position Information Find | View All First 1 of 1 Last

Position Number [REDACTED] +

Headcount Status Filled Current Head Count 1 out of 1

\*Effective Date 08/02/2024 \*Status Active

Reason PCT Change Percent Time/Std Hours Action Date 08/02/2024

\*Position Status Approved Status Date 10/24/2014  Key Position

- Update the Standard Hours in the "Salary Plan Information" section or the supervisor in the Reports To in the "Work Location" section.

Work Location

\*Reg Region USA United States

\*Department 30092 CLAS-Anthropology Company CU University of Colorado

Location 3LW Lawrence Street

Reports To [REDACTED] Chair Dot-Line [REDACTED] Chair

Supervisor Lvl Security Clearance

Salary Plan Information

Salary Admin Plan 150 Grade 000 Step

Standard Hours 18.50 Work Period W Weekly

Mon	Tue	Wed	Thu	Fri	Sat	Sun
3.70	3.70	3.70	3.70	3.70		

- d. Go to the “Specific Information” tab and make sure the “Update Incumbents” box is checked

[Description](#) | **[Specific Information](#)** | [Budget and Incumbents](#) | [CU Position Data](#) | [CU Position Compensation](#)

Position Number [REDACTED]  
 Headcount Status Filled      Current Head Count 1 out of 1

**Specific Information** Find | View All    First 1 of 1 Last  
 Effective Date 08/02/2024      Status Active

Max Head Count

Mail Drop ID

Work Phone

Health Certificate

Signature Authority

**Incumbents**

Update Incumbents

Include Salary Plan/Grade

Force Update for Title Changes

Budgeted Position

Confidential Position

Job Sharing Permitted

Available for Telework

▶ **Education and Government**

- e. Go to the “Budget and Incumbents” tab and make sure the position is currently occupied by the correct employee and is not already filled by another incumbent.

[Description](#) | [Specific Information](#) | **[Budget and Incumbents](#)** | [CU Position Data](#) | [CU Position Compensation](#)

Position Number [REDACTED]  
 Headcount Status Filled      Current Head Count 1 out of 1

Current Budget				
Earnings	Deductions	Tax	Cdn Tax	Total
0.000	0.000	0.000	0.000	0.00

Current Incumbents									
Empl ID	Empl Record	Full/Part	Std Hrs/Wk	Name	Effective Date	Action	Action Reason	Override Position Data	Job Data
[REDACTED]	1	Part-Time	18.00	[REDACTED]	08/12/2024	Hire	Additional Job	N	Job Data

- f. Go the “CU Position Data” tab and click “Save” and “Submit” for approval.

- g. You must wait for your HR liaison to approve the position request before submitting the transaction for the reappointment. In the meantime, follow step 2 to review and update position funding.

## 2. Review/Update Position Funding

### a. Review Position Funding

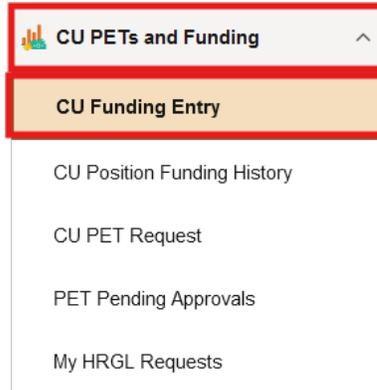
- i. Go to the “Pay Actions” tile and then go to Go to “CU PETs and Funding” section and click “CU Position Funding History”.

- ii. Check to make sure the speedtype and Funding End Date is correct

Distribution								Personalize	Find	First	1 of 1	Last
Combination Code	Description	% of Distribution	Fund Code	Organization	Program Code	Project	Sub Class	Funding End Date	Project End Date			
[Redacted]	[Redacted]	100.000	10	[Redacted]	[Redacted]			11/30/2024				

b. Update Position Funding

- i. Go to the “Pay Actions” tile and then go to Go to “CU PETs and Funding” section and click “CU Funding Entry”.



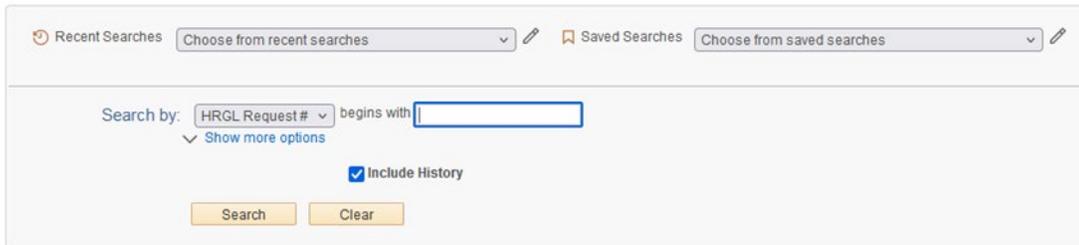
- ii. Click “Add a New Value”.

CU Funding Entry

Find an Existing Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

A screenshot of a search interface. At the top right, there is a button labeled "Add a New Value" with a plus icon, which is highlighted with a red rectangular box. Below this, there are two dropdown menus for "Recent Searches" and "Saved Searches", both with "Choose from..." text. The main search area has a "Search by:" dropdown set to "HRGL Request#" and a "begins with" text input field. There is a "Show more options" link and a checked "Include History" checkbox. At the bottom are "Search" and "Clear" buttons.

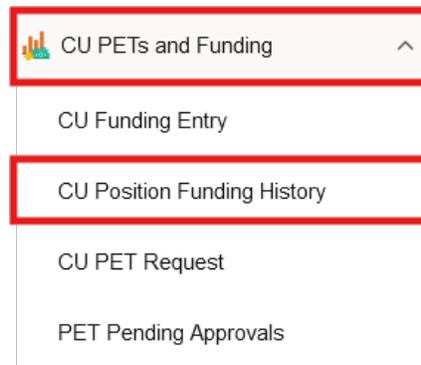
- iii. Enter the position number and the effective date. (NOTE: The effective date should be the first of the month.)

A screenshot of a form titled "Funding Entry". The form has three main fields: "Position Number" with a search icon, "Effective Date" with a calendar icon, and "Effective Sequence" with the value "0". The "Position Number" and "Effective Date" labels and their respective input fields are highlighted with yellow rectangular boxes.

- iv. Enter the speedtype and funding end date as the last day of the month of the end of the appointment period. Then click “Save/Submit”.

The screenshot shows a web form titled "New Distribution Data". It contains several input fields: ERNCD, SpeedType, SpeedType Description, Department, Project, Account, Fund Code, Program Code, PC Business Unit, Activity, and Funding End Date. The SpeedType and Funding End Date fields are highlighted with red boxes. Below the form are sections for "Comments" and "Attachments". At the bottom, there are "Save" and "Save / Submit" buttons, with the "Save / Submit" button highlighted with a red box.

- v. To confirm that the changes took effect, go to “CU Position Funding History” in the menu bar on the left. It may take a minute or two to see the changes populate.



- vi. Once your HR Liaison has approved the position request, then you can move on to the next step.

### 3. Submit the transaction for the reappointment

- a. Go to the “Transaction Launch Page” in HCM.
- b. Enter the Employee ID or the first and last name of the employee and change the Search Option to “Job Change”

#### Transaction Launch Page

**Search Criteria**

Emp ID

Empl Record

First Name

Last Name

Date of Birth  [BT]

National ID

National ID Last 4

Department

\*Search Option **Job Change** ▼

- c. Be sure to choose the correct job record if the employee has multiple positions. You will see all their positions listed after hitting search. Use the Job Title column to confirm which position you will be reappointing. Check the box for the appropriate record and click “Submit”.

HCM Data												Personalize	Find	View All	Print	Filter	Firs
Select	Template Action	Empl ID	Empl Record	Name	Status	National ID Last 4	Effective Date	Unit	Dept ID	Department Name	Job Code	Job Title	Std Hrs				
<input type="checkbox"/>	Job Request	██████	0	████████████████████	Active	██████	06/24/2024	UCD	30092	CLAS-Anthropology	4104	Student Asst IV	1.00				
<input type="checkbox"/>	Job Request	██████	1	████████████████████	Active	██████	08/12/2024	UCD	30092	CLAS-Anthropology	1506	Teaching Assistant	18.50				
<input type="checkbox"/>	Job Request	██████	2	████████████████████	Active	██████	08/15/2024	UCD	30092	CLAS-Anthropology	4106	Student Asst VI	3.00				

- d. A pop-up message will ask if it is a contract employee. Click “Yes”.

**Message**

Is this a contract employee? (21000,401)

Click Yes or No

- e. Another pop-up message will appear asking if it is a new contract. Click “Yes”.

---

Message

---

Is this a new contract? (21000,415)

Click Yes or No

- f. Enter the effective date as the beginning of the current term/contract. The action will be “Data Change” and the Reason Code will be “Reappointment”. These should already be selected and cannot be edited. Click “Continue”.

Template Based Transactions

---

Enter Transaction Details

The following transaction details are required.

Template	Job Change Reapt Contract
Organizational Relationship	Employee
Country	United States
*Empl ID	<input type="text" value=""/>
*Employment Record Number	1 (Lecturer) <input type="text"/>
*Job Effective Date	01/13/2025 <input type="text"/>
*Action	Data Change <input type="text"/>
*Reason Code	Reappointment <input type="text"/>

- g. Review the Pay Group to confirm it is correct. Update the Compensation Rate and select the appropriate Contract Term Period.

<b>Job - Payroll Information</b>	
Pay Group <input type="text" value="MON"/>	Employee Type <input type="text" value="Salaried"/>
Tax Location Code <input type="text" value="DENVER"/>	
<b>Job Compensation - Payroll Currency and Frequency</b>	
Compensation Frequency <input type="text" value="Contract"/>	
<b>Job Compensation - Pay Components</b>	
Comp Rate Code <input type="text" value="BASEC - Base Contract"/>	*Compensation Rate <input type="text" value="4935.000000"/>
Compensation Frequency <input type="text" value="Contract"/>	
<b>CU Contract Term Period</b>	
*Contract Term Period <input type="text" value="Spring"/>	*CU Contract End Dt <input type="text" value="05/16/2025"/>

- Lecturer Pay Group: MON
- GPTI/TA Pay Group: STM

- h. In the Compensation Rate box, enter the total salary for the semester based on the current pay scale.
- i. Select the appropriate Contract Term Period (Fall, Spring, or Summer, etc.). The contract end date will default based on the contract term that is selected.
- j. Review the contract details to confirm that the begin and end dates align with the current contract term dates.

<b>CU Contract Term Period</b>	
*Contract Term Period <input type="text" value="Spring"/>	*CU Contract End Dt <input type="text" value="05/16/2025"/>
<b>Employment - Additional Data</b>	
Appointment End Date <input type="text" value=""/> (Not Used for Auto Term)	
<b>Work Location - Expected Job End Date</b>	
Expected Job End Date <input type="text" value=""/> (Used for Auto Term)	
<b>CU Faculty Contracts</b>	
Empl ID <input type="text" value=""/>	Effective Date <input type="text" value="01/13/2025"/>
Empl Record <input type="text" value="1.000000"/>	Assign Hours To Flag <input type="text" value="All Earnings(Contract+PNE+)"/>
Contract Renewal Count <input type="text" value=""/>	<input type="checkbox"/> Contract Renewal Elig. Indic.
Contract Begin Date <input type="text" value="01/13/2025"/>	Contract End Date <input type="text" value="05/16/2025"/>
Contract Pay Type <input type="text" value="Spring"/>	Termination Date <input type="text" value="05/16/2025"/>

- k. The “Appointment End Date” and “Expected Job End Date” boxes should be left blank for contract appointments.

<b>Employment - Additional Data</b>	
Appointment End Date (Not Used for Auto Term)	<input type="text"/> 
<b>Work Location - Expected Job End Date</b>	
Expected Job End Date (Used for Auto Term)	<input type="text"/> 

- l. Click “Save and Submit for Approval” at the bottom of the page for your HR liaison to review.
- m. Your HR liaison will notify you once the transaction is approved and will also confirm when letters are ready to be routed for signatures via DocuSign.