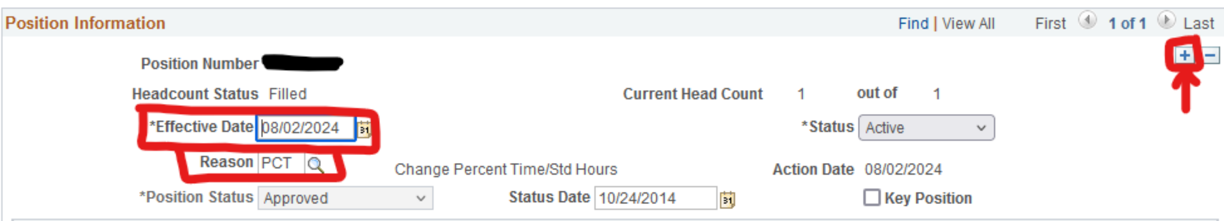
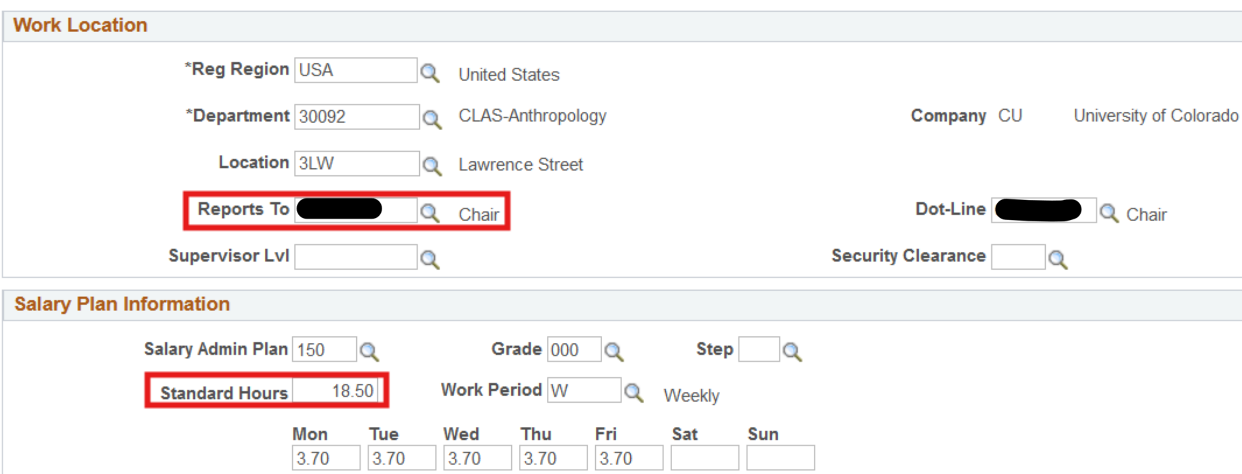
Reappointing Current Lecturers, GPTI's or TA's on Contract

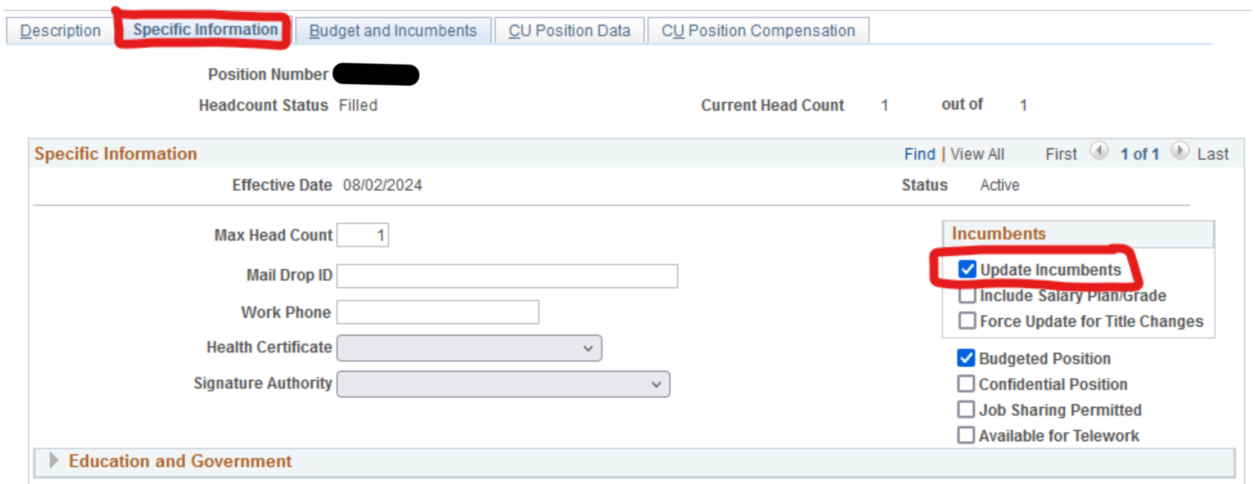
1. **<u>Update position information</u>**
   Only complete this step if the standard hours or supervisor of the lecturer or student faculty are changing from the previous term. **If no changes need to be made to the position, move on to Step 2: Review/Update Position Funding.**
   a. Enter the position number into the "Add/Update Position Info" page and click "Search".
   b. 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.



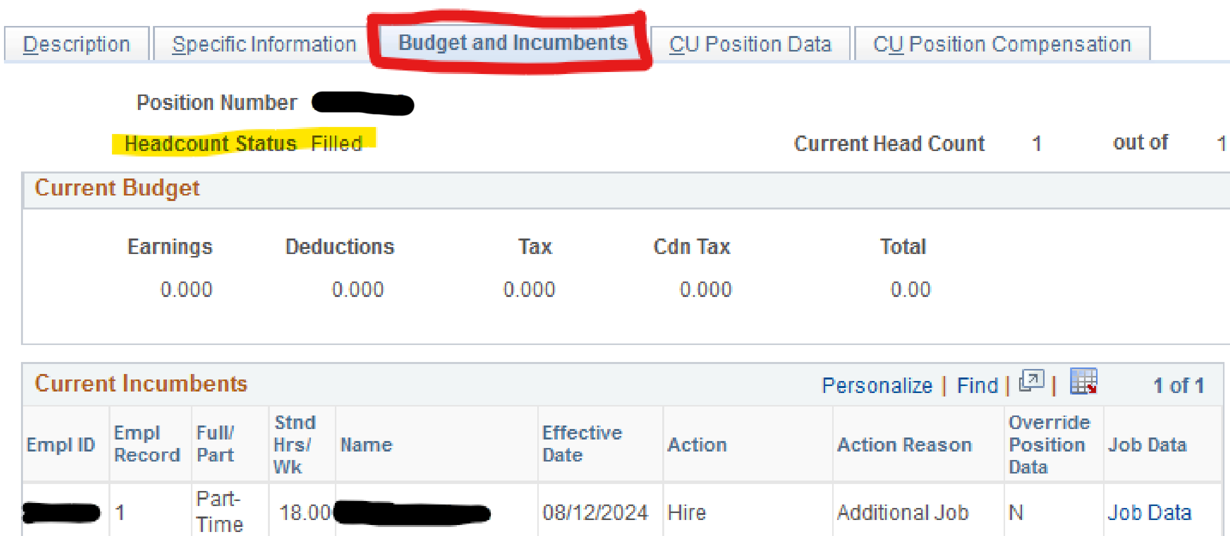
   c. Update the Standard Hours in the "Salary Plan Information" section or the supervisor in the Reports To in the "Work Location" section.



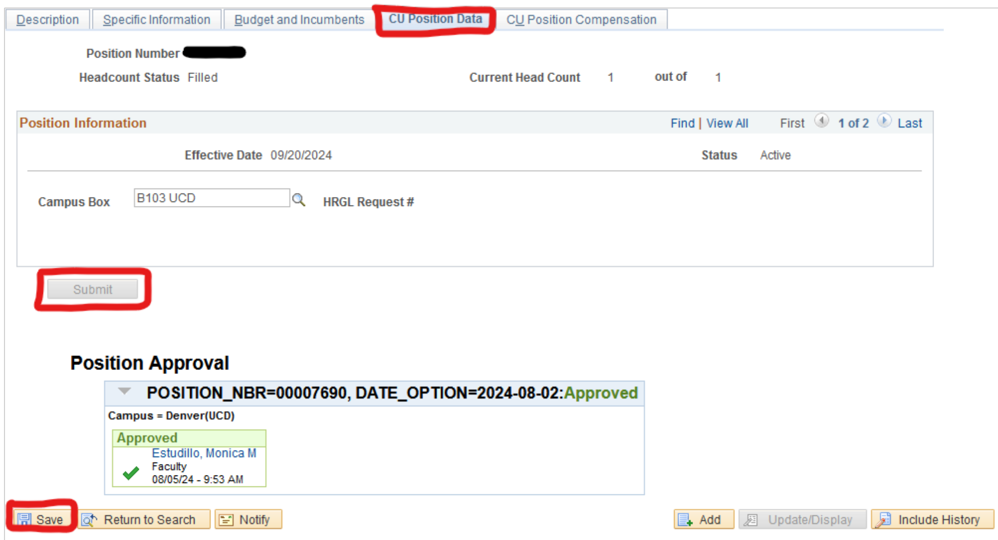
d. Go to the “Specific Information” tab and make sure the “Update Incumbents” box is checked



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.



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

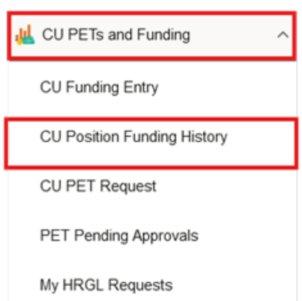


g. You must wait for your HR liaison to approve the position request before submitting the transaction for the reappointment. In the meantime, follow step 2 to review and update position funding.

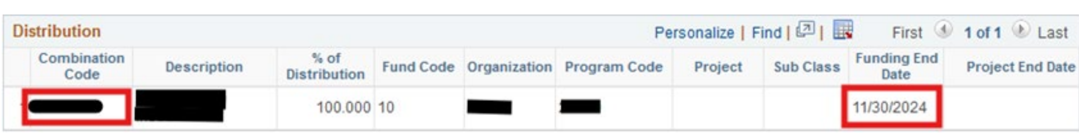
2. <u>Review/Update Position Funding</u>

a. <u>Review Position Funding</u>

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

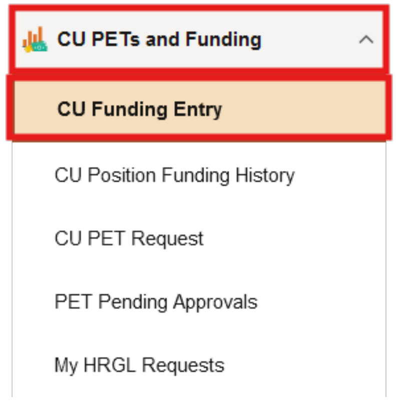


Distribution — Personalize | Find | First 1 of 1 Last

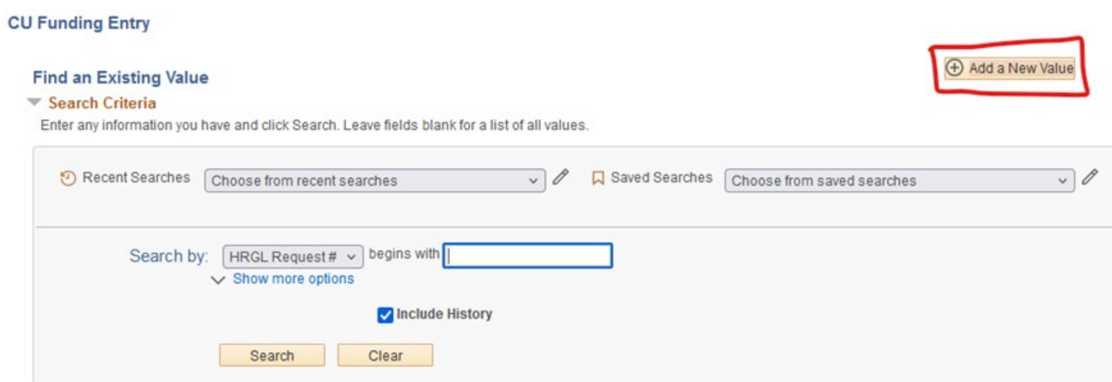
Combination Code	Description	% of Distribution	Fund Code	Organization	Program Code	Project	Sub Class	Funding End Date	Project End Date
[redacted]	[redacted]	100.000	10	[redacted]	[redacted]			11/30/2024	

b. <u>Update Position Funding</u>

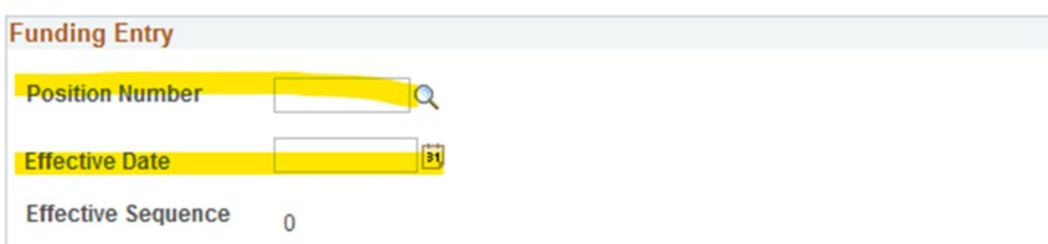
i. Go to the “Pay Actions” tile and then go to Go to “CU PETs and Funding” section and click “CU Funding Entry”.



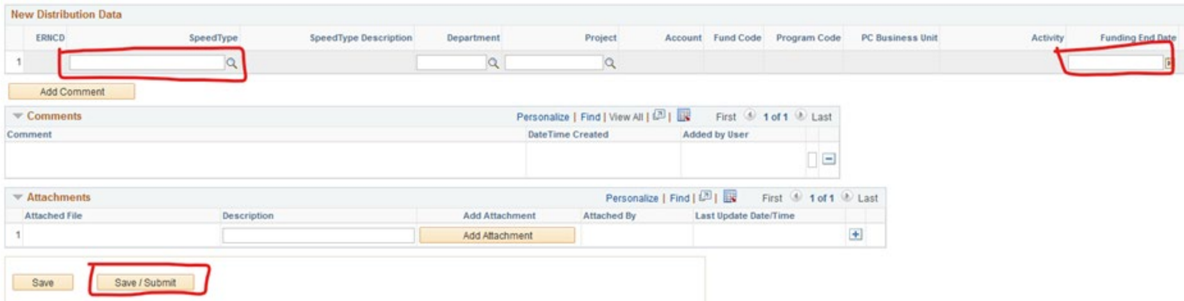
ii. Click “Add a New Value”.



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



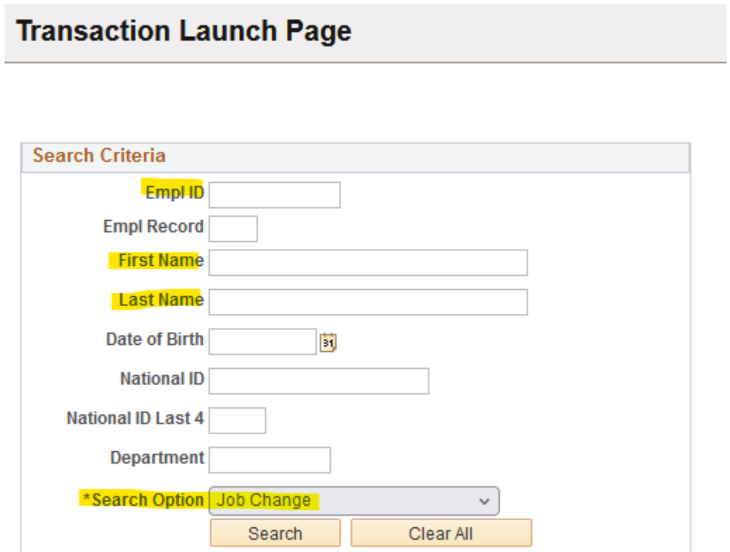
iv. Enter the speedtype and funding end date as the last day of the month of the end of the appointment period. Then click “Save/Submit”.



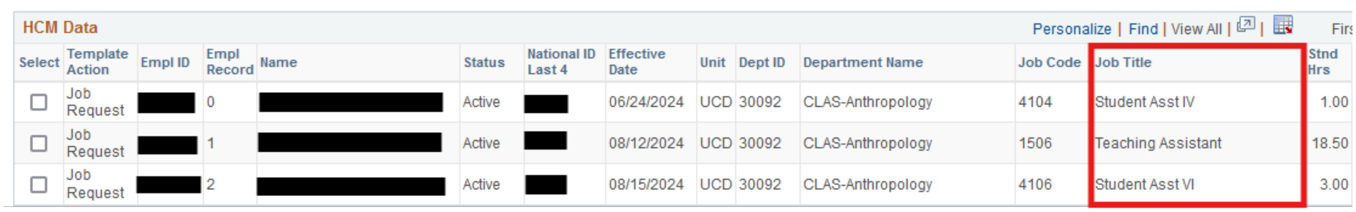
v. To confirm that the changes took effect, go to “CU Position Funding History” in the menu bar on the left. It may take a minute or two to see the changes populate.

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

3. **<u>Submit the transaction for the reappointment</u>**
   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”



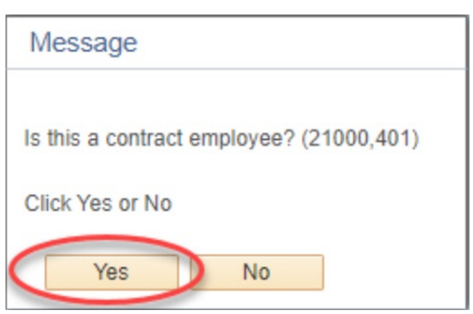
   c. Be sure to choose the correct job record if the employee has multiple positions. You will see all their positions listed after hitting search. Use the Job Title column to confirm which position you will be reappointing. Check the box for the appropriate record and click “Submit”.



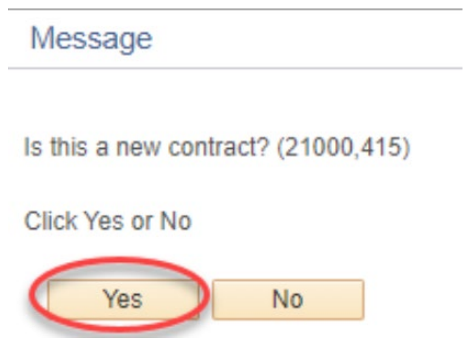
HCM Data — Personalize | Find | View All

Select	Template Action	Empl ID	Empl Record	Name	Status	National ID Last 4	Effective Date	Unit	Dept ID	Department Name	Job Code	Job Title	Stnd Hrs
☐	Job Request	[redacted]	0	[redacted]	Active	[redacted]	06/24/2024	UCD	30092	CLAS-Anthropology	4104	Student Asst IV	1.00
☐	Job Request	[redacted]	1	[redacted]	Active	[redacted]	08/12/2024	UCD	30092	CLAS-Anthropology	1506	Teaching Assistant	18.50
☐	Job Request	[redacted]	2	[redacted]	Active	[redacted]	08/15/2024	UCD	30092	CLAS-Anthropology	4106	Student Asst VI	3.00

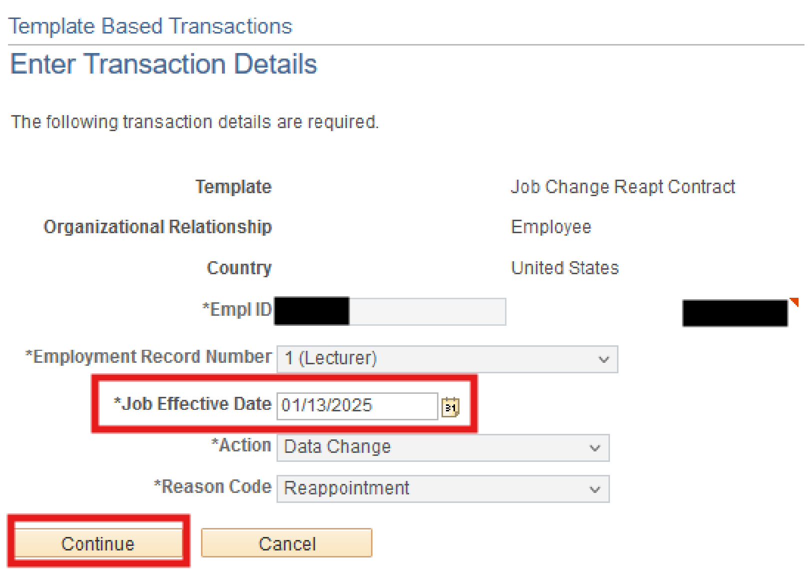
   d. A pop-up message will ask if it is a contract employee. Click “Yes”.



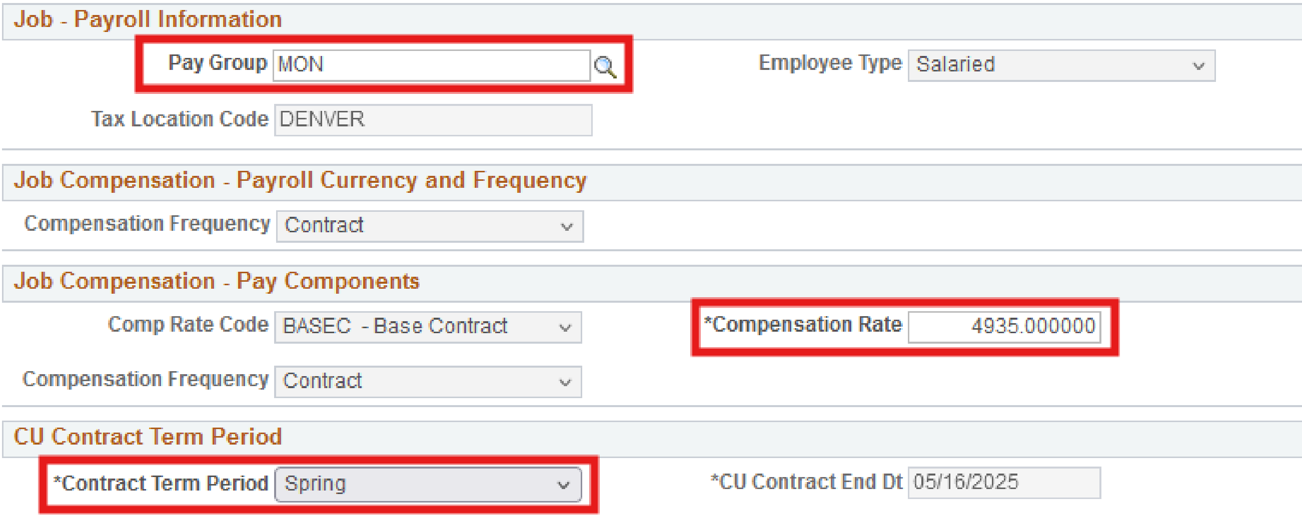
e. Another pop-up message will appear asking if it is a new contract. Click “Yes”.



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”.

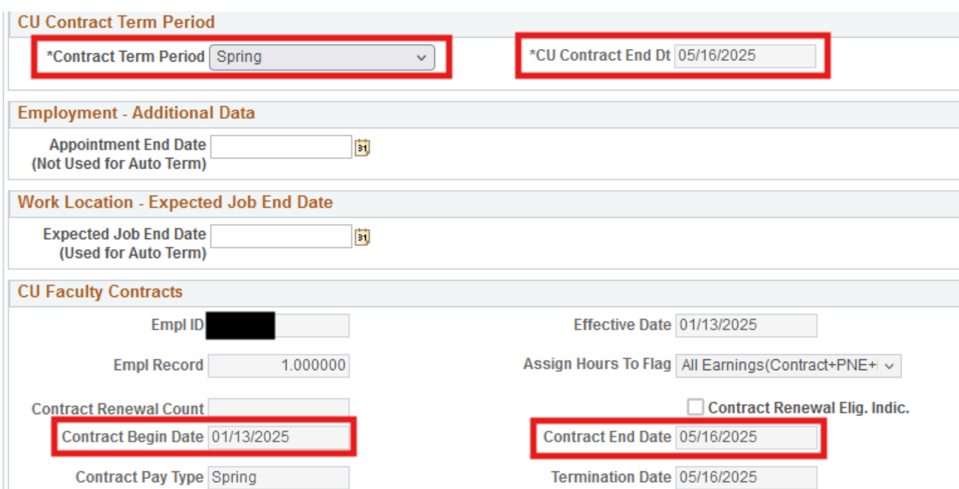


g. Review the Pay Group to confirm it is correct. Update the Compensation Rate and select the appropriate Contract Term Period.

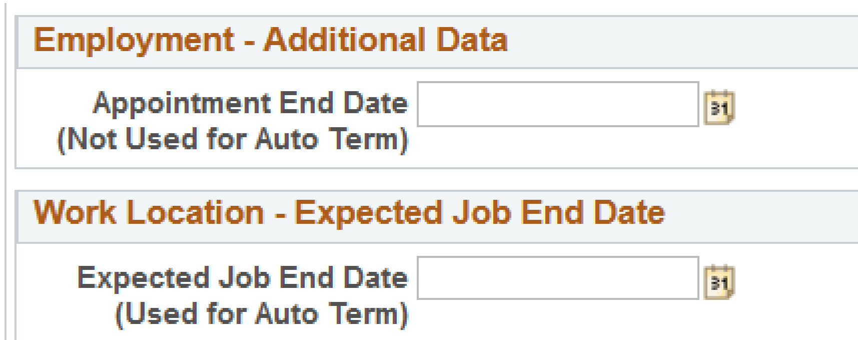


- Lecturer Pay Group: MON
- GPTI/TA Pay Group: STM

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.



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



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.