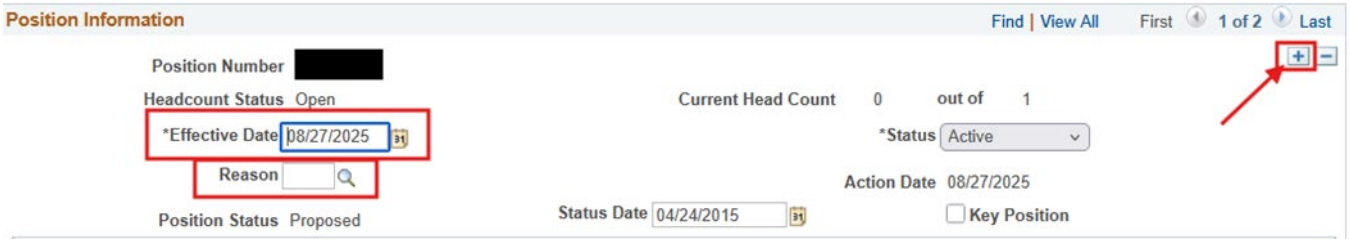
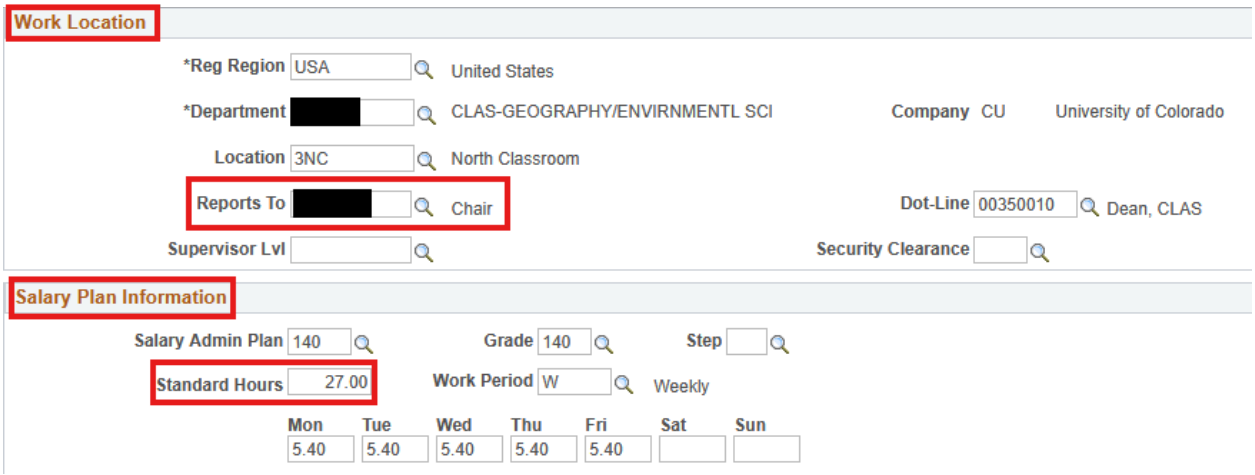
Reappointing Returning Lecturer on Contract

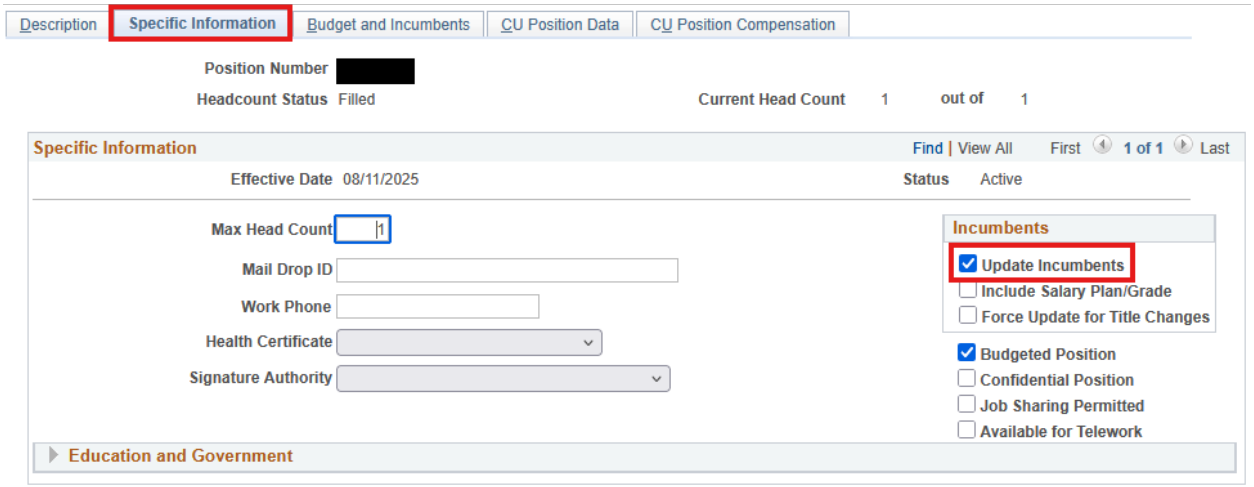
1. **<u>Update position information</u>**
   Only complete this step if the standard hours or supervisor of the lecturer or student faculty are changing from the previous term. **If no changes need to be made to the position, move on to Step 2: Review/Update Position Funding.**
   a. Enter the position 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. If you need to change both, use "PCT" and then make all changes in one request.



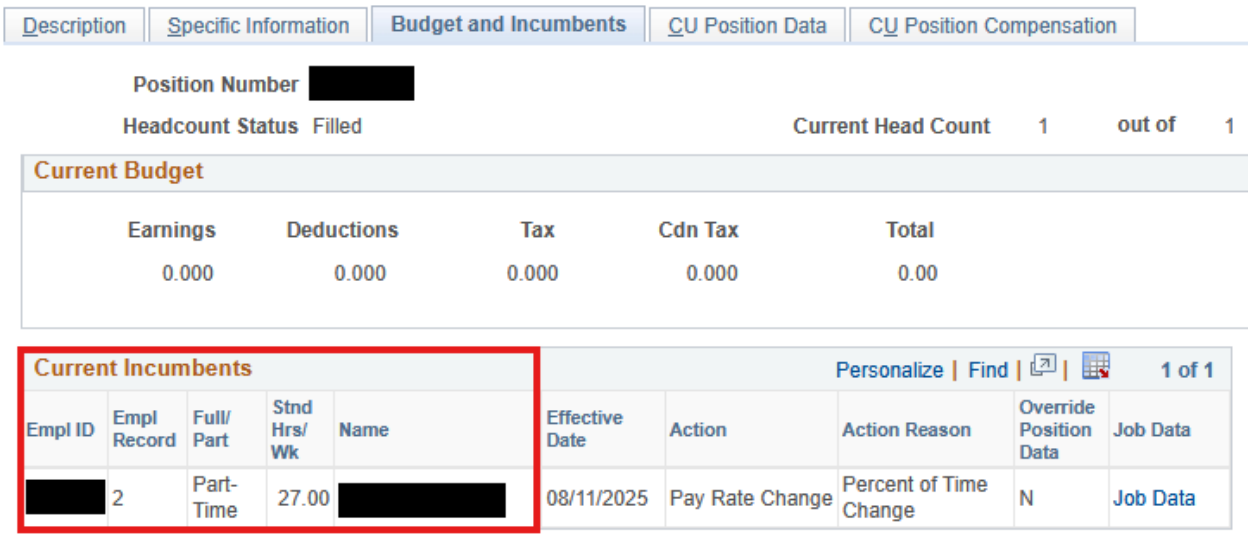
   c. Update the Standard Hours in the "Salary Plan Information" section or the supervisor in the Reports To in the "Work Location" section.



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

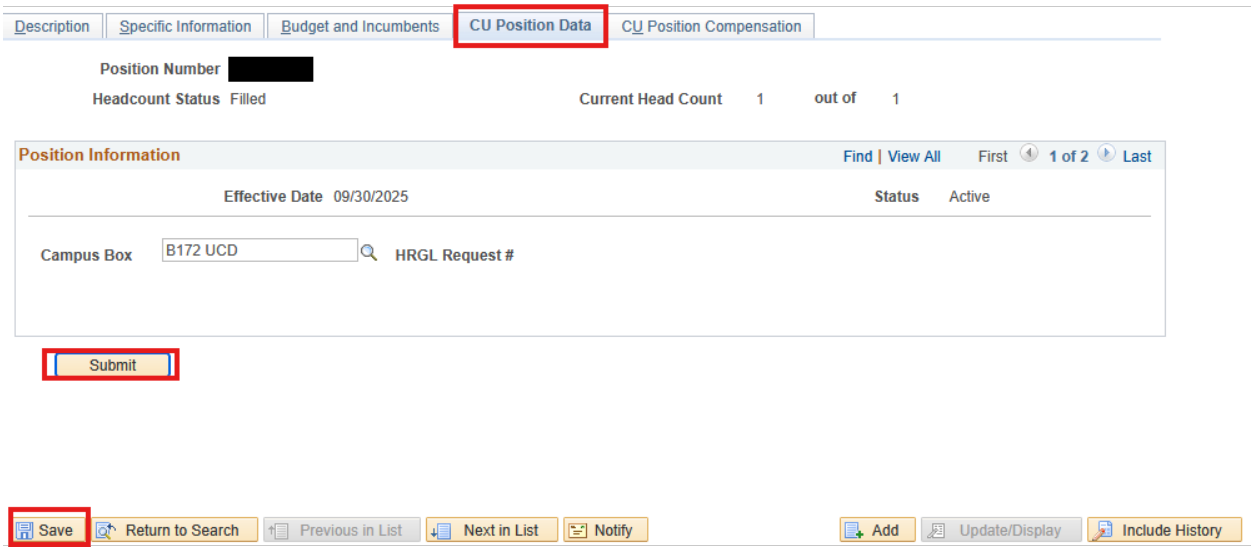


e. Go to the “Budget and Incumbents” tab and check the Current Incumbents section to make sure the position is currently occupied by the correct employee and is not already filled by another incumbent.



NOTE: If there is more than one incumbent in the position the Headcount Status will say “Overallocated”. If the position is overallocated, one of the employees will need to be transferred into another vacant position number or terminated if the employee is no longer working. Please consult your HR liaison for further guidance.

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

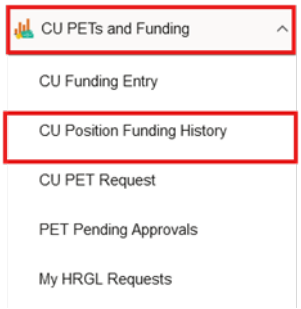


g. You must wait for your HR liaison to approve the position request before submitting the transaction for the reappointment. In the meantime, follow step 2 to review and update position funding.

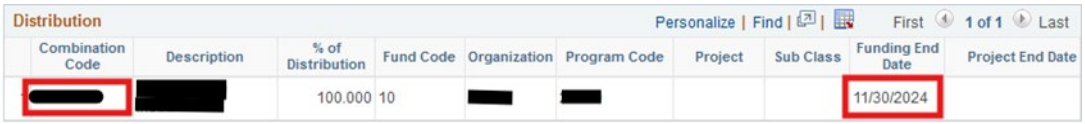
2. Review/Update Position Funding

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”.

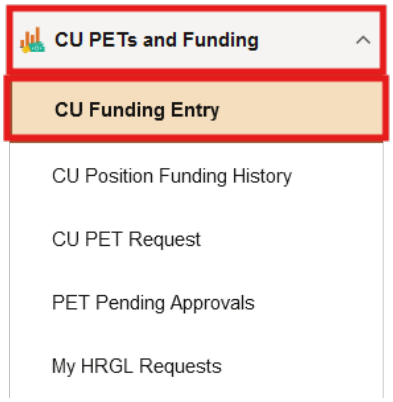


ii. Check to make sure the speedtype and Funding End Date is correct. If the speedtype and end date need to be updated, move on to Update Position Funding.

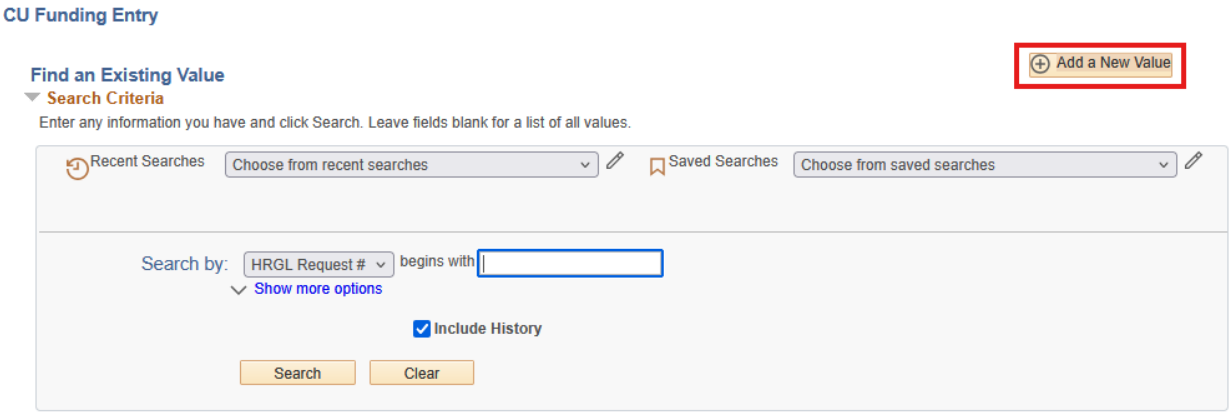


b. Update Position Funding

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

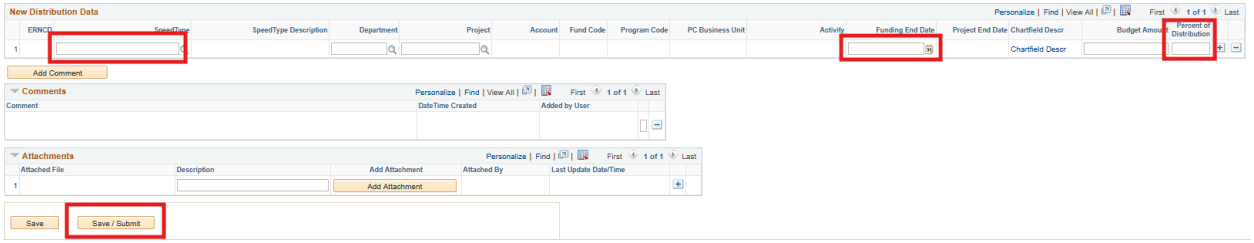


ii. Click “Add a New Value”.

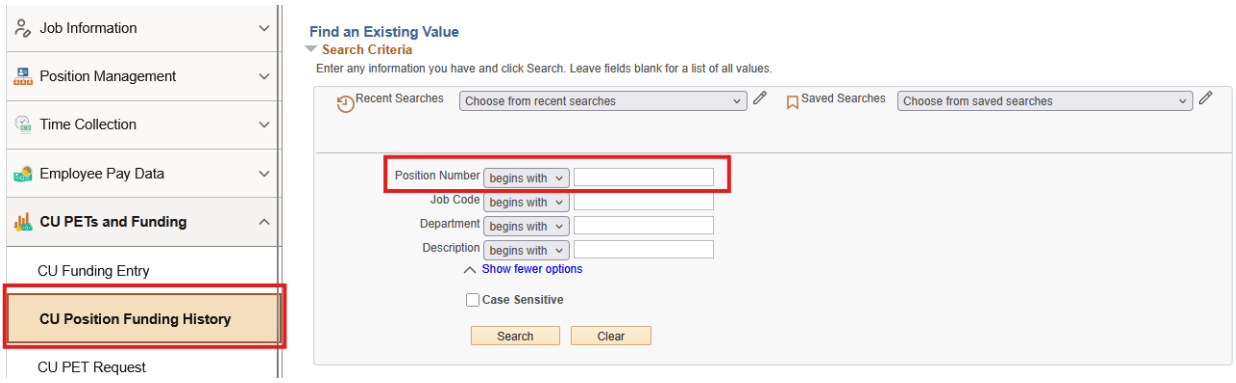


iii. Enter the position number and the effective date in the Funding Entry box. (NOTE: The effective date should be the first of the month.)

iv. Enter the Speedtype, Funding End Date and Percent of Distribution. The funding end as the last day of the month of the end of the appointment period. Then click “Save/Submit”.

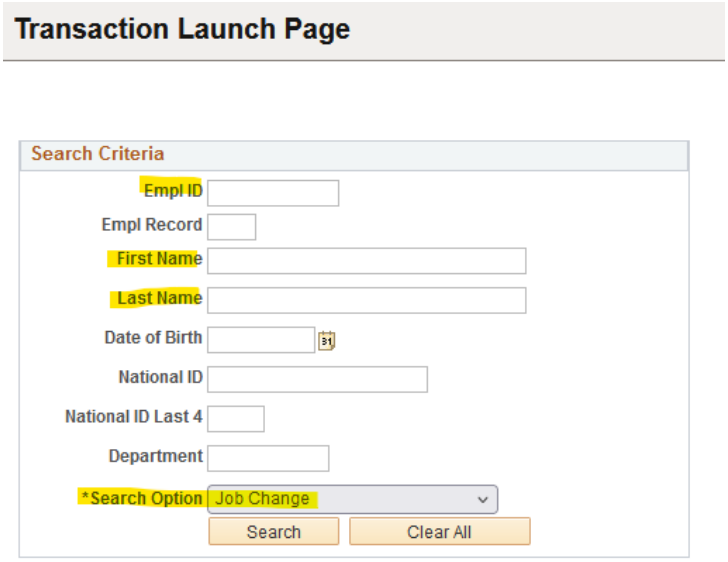


v. To confirm that the changes took effect, go to “CU Position Funding History” in the menu bar on the left and enter the position number. It may take a minute or two to see the changes populate.

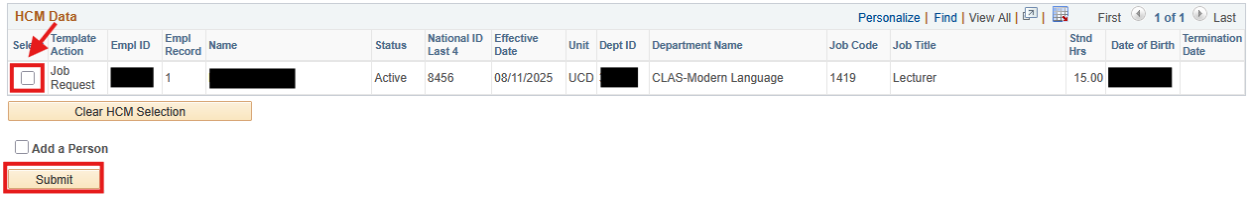


vi. Once your HR Liaison has approved the position request, then you can move on to the next step, Submit the Transaction for Reappointment.

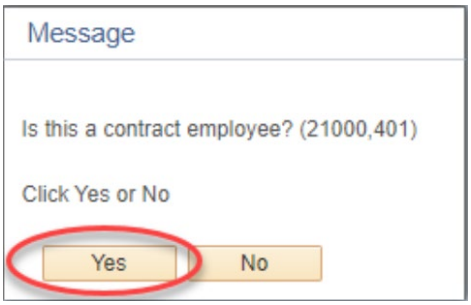
3. **Submit the transaction for the reappointment**
    a. Go to the "Transaction Launch Page" in HCM.
    b. Enter the Employee ID or the first and last name of the employee and change the Search Option to "Job Change"



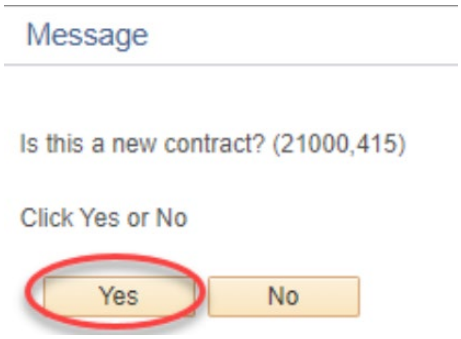
    c. Be sure to choose the correct job record if the employee has multiple positions. You will see all their positions listed after hitting search. Use the Job Title column to confirm which position you will be reappointing. Check the box for the appropriate record and click "Submit".



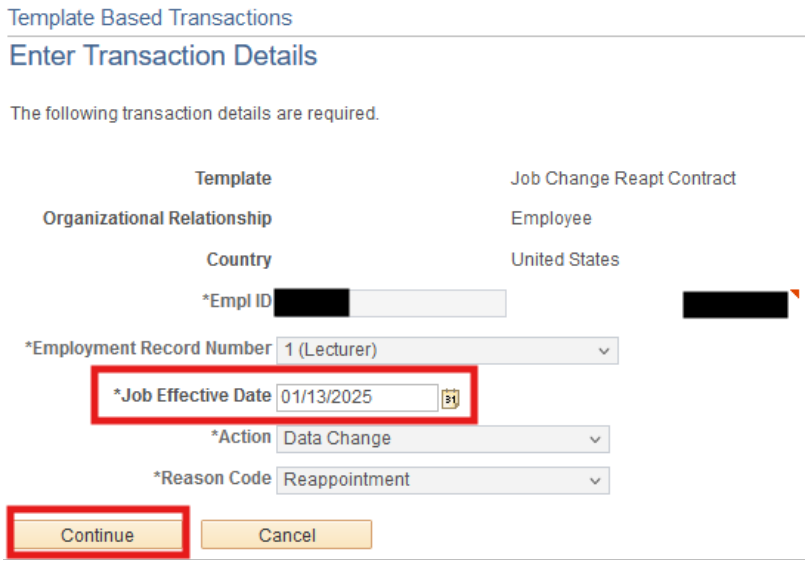
    d. A pop-up message will ask if it is a contract employee. Click "Yes".



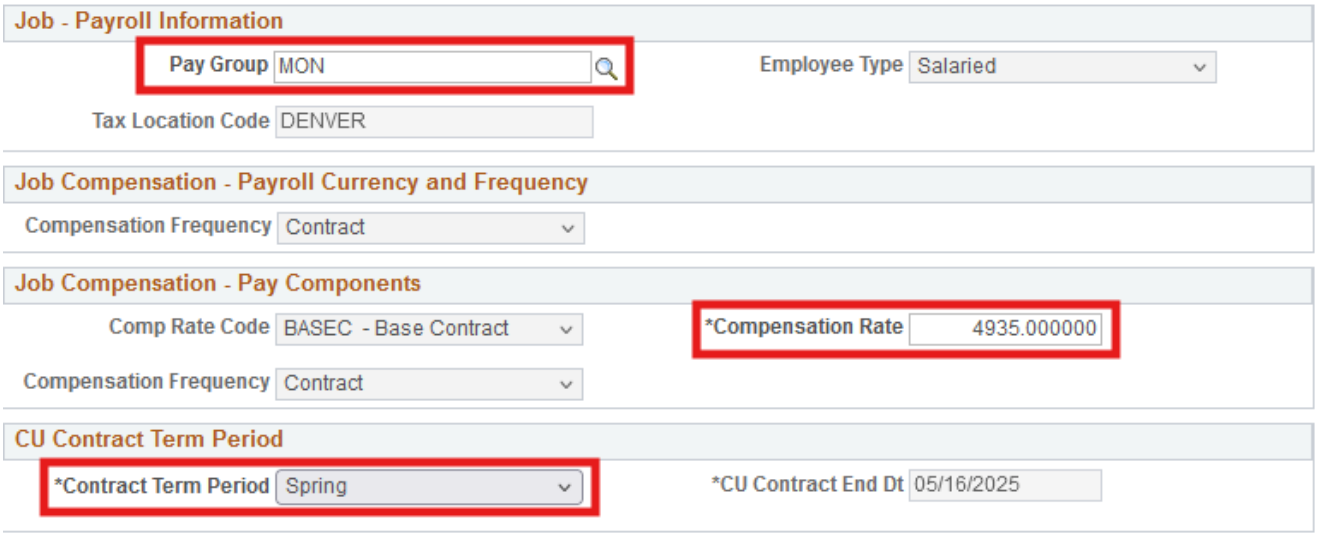
e. Another pop-up message will appear asking if it is a new contract. Click “Yes”.



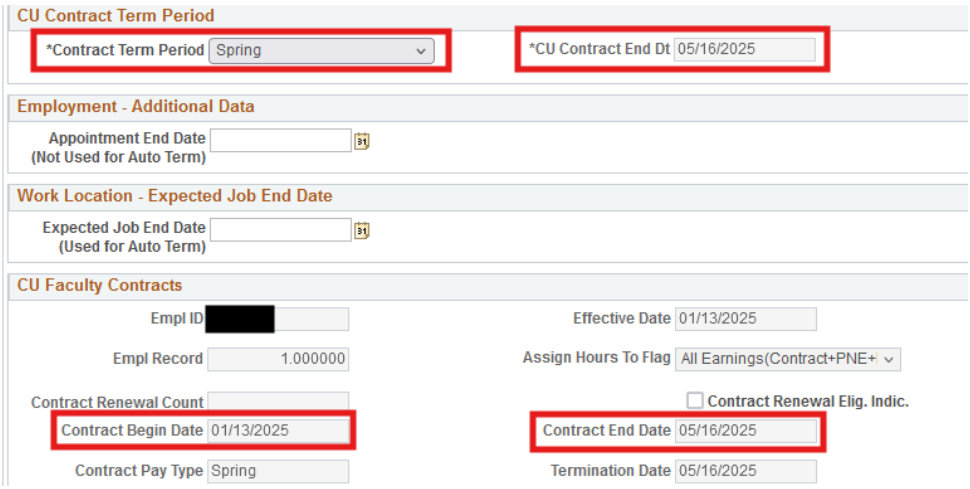
f. Enter the effective date as the beginning of the current contract. The action will be “Data Change” and the Reason Code will be “Reappointment”. These should already be selected and cannot be edited. Click “Continue”.



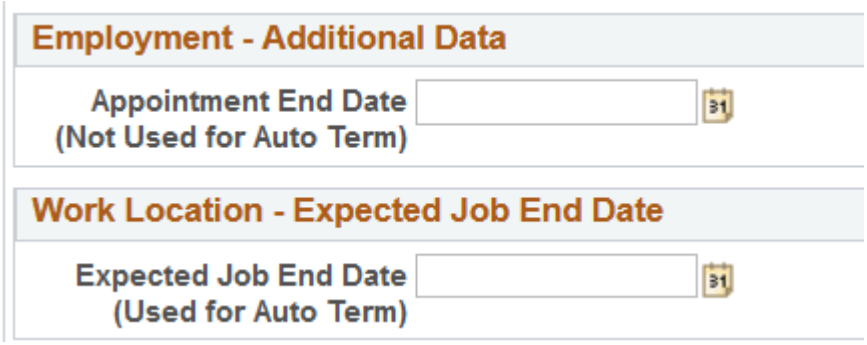
g. The Pay Group for Lecturers should be MON. In the Compensation Rate box, enter the total salary for the semester based on the current pay scale. Select the appropriate Contract Term Period (Fall, Spring, or Summer, etc.). The contract end date will default based on the contract term that is selected.



h. Review the contract details to confirm that the begin and end dates align with the current contract term dates.



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



j. Click “Save and Submit for Approval” at the bottom of the page for your HR liaison to review.
k. 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.