

Reappointing Returning Lecturer 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. If you need to change both, use “PCT” and then make all changes in one request.

Position Information Find | View All First 1 of 2 Last

Position Number [REDACTED] + -

Headcount Status Open Current Head Count 0 out of 1

*Effective Date 08/27/2025 *Status Active

Reason [REDACTED] Action Date 08/27/2025

Position Status Proposed Status Date 04/24/2015 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 CLAS-GEOGRAPHY/ENVIRONMENTL SCI Company CU University of Colorado

Location 3NC North Classroom

Reports To Chair Dot-Line 00350010 Dean, CLAS

Supervisor Lvl Security Clearance

Salary Plan Information

Salary Admin Plan 140 Grade 140 Step

Standard Hours 27.00 Work Period W Weekly

Mon	Tue	Wed	Thu	Fri	Sat	Sun
5.40	5.40	5.40	5.40	5.40		

- 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 08/11/2025 Status Active

Max Head Count [1]
 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 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.

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 Personalize | Find | 1 of 1

Empl ID	Empl Record	Full/Part	Stnd Hrs/ Wk	Name	Effective Date	Action	Action Reason	Override Position Data	Job Data
[REDACTED]	2	Part-Time	27.00	[REDACTED]	08/11/2025	Pay Rate Change	Percent of Time Change	N	Job Data

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.

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

Position Information Find | View All First 1 of 2 Last

Effective Date 09/30/2025 Status Active

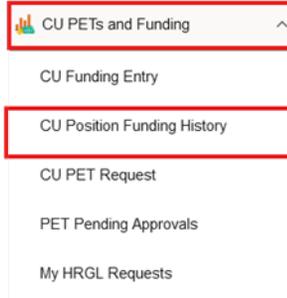
Campus Box HRGL Request #

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”.

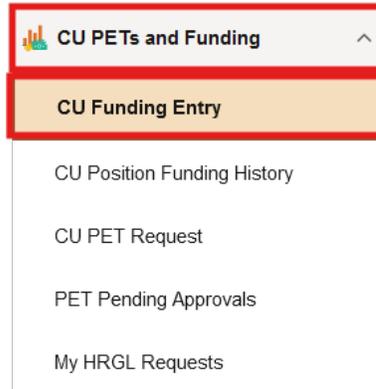


- ii. Check to make sure the speedtype and Funding End Date is correct. If the speedtype and end date need to be updated, move on to Update Position Funding.

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

Add a New Value

Search Criteria

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

Recent Searches Choose from recent searches Saved Searches Choose from saved searches

Search by: HRGL Request # begins with

Show more options

Include History

Search Clear

- 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.)

Funding Entry

Position Number

Effective Date

Effective Sequence 0

- 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”.

New Distribution Data

ERNC	SpeedType	Description	Department	Project	Account	Fund Code	Program Code	PC Business Unit	Activity	Funding End Date	Project End Date	Charfield Descr	Budget Amount	Percent of Distribution
1	<input type="text"/>									31				<input type="text"/>

Save 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.

The screenshot displays a web application interface. On the left is a vertical navigation menu with the following items: Job Information, Position Management, Time Collection, Employee Pay Data, CU PETS and Funding (expanded), CU Funding Entry, CU Position Funding History (highlighted with a red box), and CU PET Request. The main content area is titled "Find an Existing Value" and contains a "Search Criteria" section. Below this title, there is a prompt: "Enter any information you have and click Search. Leave fields blank for a list of all values." The search criteria form includes two dropdown menus for "Recent Searches" and "Saved Searches", both set to "Choose from recent/saved searches". The search criteria fields are: Position Number (beginning with a dropdown and an input field, highlighted with a red box), Job Code (beginning with a dropdown and an input field), Department (beginning with a dropdown and an input field), and Description (beginning with a dropdown and an input field). There is also a "Show fewer options" link and a "Case Sensitive" checkbox. At the bottom of the search criteria section are "Search" and "Clear" buttons.

- 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”

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

- 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 [?] []			First	1 of 1	Last
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	Date of Birth	Termination Date			
<input checked="" type="checkbox"/>	Job Request	[REDACTED]	1	[REDACTED]	Active	8456	08/11/2025	UCD	[REDACTED]	CLAS-Modern Language	1419	Lecturer	15.00	[REDACTED]				

Add a Person

- 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 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"/>
*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. 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.

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

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

CU Contract Term Period	
*Contract Term Period <input type="text" value="Spring"/>	*CU Contract End Dt <input type="text" value="05/16/2025"/>
Employment - Additional Data	
Appointment End Date <input type="text" value=""/> <small>(Not Used for Auto Term)</small>	
Work Location - Expected Job End Date	
Expected Job End Date <input type="text" value=""/> <small>(Used for Auto Term)</small>	
CU Faculty Contracts	
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"/>

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

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

- 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.