

Reappointing a Student Faculty 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

*Effective Date 08/27/2025

Reason [REDACTED]

Position Status Proposed

Current Head Count 0 out of 1

*Status Active

Action Date 08/27/2025

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/ENVIRONMENTAL SCI

Location 3NC North Classroom

Reports To Chair

Supervisor Lvl

Company CU University of Colorado

Dot-Line 00350010 Dean, CLAS

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.

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 [REDACTED]

Work Phone [REDACTED]

Health Certificate [REDACTED]

Signature Authority [REDACTED]

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	Std 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
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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

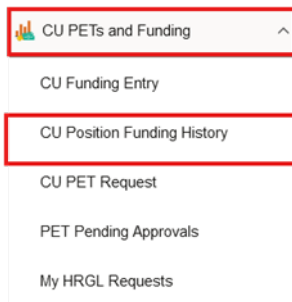
Campus Box HRGL Request #

- 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”.

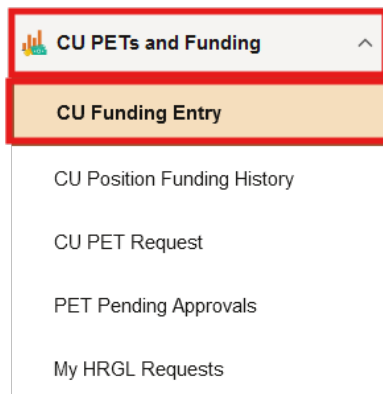


- ii. Check to make sure the speedtype and Funding End Date is correct. If the speedtype and end date need to be updated, move on to Update Position Funding.

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	
		100.000	10					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.

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. (NOTE: The end date should be the last day of the month that the appointment ends in. Example 05/31/XXXX). 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

Chartfield Descr

Budget Amount

Percent of Distribution

Add Comment

Comments

Personalize

Find

View All

First

1 of 1

Last

DateTime Created

Added by User

Attachments

Personalize

Find

First

1 of 1

Last

Attached File

Description

Add Attachment

Attached By

Last Update DateTime

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 sidebar 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 on the right is titled 'Find an Existing Value' and contains a search form. The form has a header section with 'Recent Searches' and 'Saved Searches' dropdowns. Below this, there are four search criteria, each with a 'begins with' dropdown and a text input field: 'Position Number' (highlighted with a red box), 'Job Code', 'Department', and 'Description'. There is also a 'Show fewer options' link and a 'Case Sensitive' checkbox. At the bottom of the form are 'Search' and 'Clear' buttons.

- 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

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

Transaction Launch Page

The screenshot shows a form titled "Search Criteria" with various input fields. The fields are: Empl ID, Empl Record, First Name, Last Name, Date of Birth (with a calendar icon), National ID, National ID Last 4, Department, and *Search Option (a dropdown menu). The *Search Option dropdown is currently set to "Job Change". Below the fields are two buttons: "Search" and "Clear All".

- 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”.

The screenshot shows a table titled "HCM Data" with columns: Select, Template Action, Empl ID, Empl Record, Name, Status, National ID Last 4, Effective Date, Unit, Dept ID, Department Name, Job Code, Job Title, and Std Hrs. The first row is highlighted, showing a checked box in the "Select" column, a "Job Request" template action, and various employee details. Below the table is a "Clear HCM Selection" button. At the bottom, there is a checkbox labeled "Add a Person" and a "Submit" button, both of which are highlighted with red boxes.

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

The screenshot shows a pop-up message dialog titled "Message". The message text is "Is this a contract employee? (21000,401)". Below the message is the instruction "Click Yes or No". At the bottom of the dialog are two buttons: "Yes" and "No". The "Yes" button is circled with a red oval.

- 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" value=""/>
*Employment Record Number	1 (Lecturer) ▼
*Job Effective Date	<input type="text" value="01/13/2025"/> <input type="button" value="B1"/>
*Action	Data Change ▼
*Reason Code	Reappointment ▼

- g. Enter the Pay Group as “STM”, the Employee Type as “Salaried”, the Compensation Frequency as “Contract”, then enter the salary amount for the contract in the Compensation Rate box.

Job - Payroll Information	
Pay Group	STM
Employee Type	Salaried
Tax Location Code	DENVER

Job Compensation - Payroll Currency and Frequency	
Compensation Frequency	Contract

CU Job Compensation Pay Component	
Comp Rate Code	BASEC - Base Contract
Compensation Frequency	Contract
Compensation Rate	2500.000000
Prorate Contract Change Amount	No Proration of Change Amt.

- h. Select the correct Contract Term Period and 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	Spring
*CU Contract End Dt	05/16/2025

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	
Empl Record	1.000000
Effective Date	01/13/2025
Contract Renewal Count	
Assign Hours To Flag	All Earnings(Contract+PNE+)
Contract Begin Date	01/13/2025
Contract End Date	05/16/2025
Contract Pay Type	Spring
Termination Date	05/16/2025
<input type="checkbox"/> Contract Renewal Elig. Indic.	

- 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.