

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.**

- 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.

Position Information

Position Number		Current Head Count			Action Date		Status	
Headcount Status	Open	0	out of	1	08/27/2025	04/24/2015	Active	
*Effective Date	08/27/2025	Reason			Position Status			
Position Status Proposed		Status Date			Key Position			

Work Location

*Reg Region USA	United States	Company CU	University of Colorado
*Department	CLAS-GEOGRAPHY/ENVIRNMENTL SCI	Supervisor Lvl	Security Clearance
Location 3NC	North Classroom	Reports To	Dot-Line 00350010
Supervisor Lvl	Chair	Dean, CLAS	

Salary Plan Information

Salary Admin Plan 140	Grade 140	Step				
Standard Hours 27.00	Work Period W	Weekly				
Mon 5.40	Tue 5.40	Wed 5.40	Thu 5.40	Fri 5.40	Sat	Sun

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

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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	██████████												
Headcount Status	Filled												
Current Head Count 1 out of 1													
Specific Information <table border="1" style="float: right; border-collapse: collapse;"> <tr> <td>Find View All</td> <td>First</td> <td>1 of 1</td> <td>Last</td> </tr> <tr> <td>Status</td> <td colspan="3">Active</td> </tr> <tr> <td colspan="4"> Incumbents <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <input checked="" type="checkbox"/> Update Incumbents <input type="checkbox"/> Include Salary Plan/Grade <input type="checkbox"/> Force Update for Title Changes <input checked="" type="checkbox"/> Budgeted Position <input type="checkbox"/> Confidential Position <input type="checkbox"/> Job Sharing Permitted <input type="checkbox"/> Available for Telework </div> </td> </tr> </table>		Find View All	First	1 of 1	Last	Status	Active			Incumbents <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <input checked="" type="checkbox"/> Update Incumbents <input type="checkbox"/> Include Salary Plan/Grade <input type="checkbox"/> Force Update for Title Changes <input checked="" type="checkbox"/> Budgeted Position <input type="checkbox"/> Confidential Position <input type="checkbox"/> Job Sharing Permitted <input type="checkbox"/> Available for Telework </div>			
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Effective Date 08/11/2025													
Max Head Count <input type="text" value="1"/> Mail Drop ID <input type="text"/> Work Phone <input type="text"/> Health Certificate <input type="text"/> Signature Authority <input type="text"/>													
Education and Government													

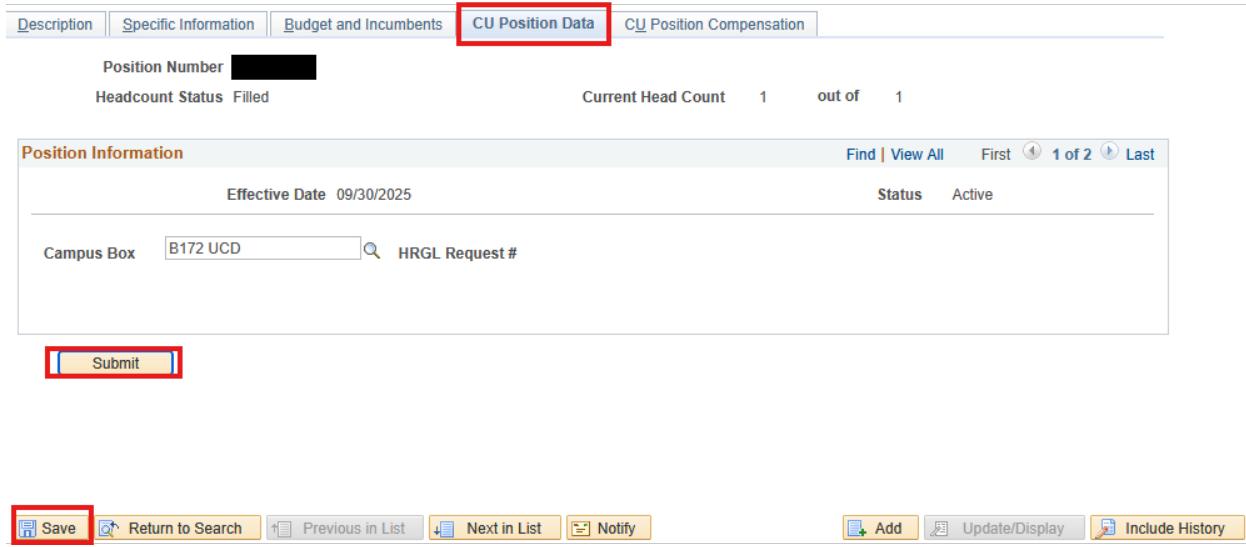
e. Go to the “Budget and Incumbents” tab and check the Current Incumbents section to make sure the position is currently occupied by the correct employee and is not already filled by another incumbent.

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

Position Number	██████████																				
Headcount Status	Filled																				
Current Head Count 1 out of 1																					
Current Budget <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Earnings</th> <th>Deductions</th> <th>Tax</th> <th>Cdn Tax</th> <th>Total</th> </tr> <tr> <td>0.000</td> <td>0.000</td> <td>0.000</td> <td>0.000</td> <td>0.00</td> </tr> </table>		Earnings	Deductions	Tax	Cdn Tax	Total	0.000	0.000	0.000	0.000	0.00										
Earnings	Deductions	Tax	Cdn Tax	Total																	
0.000	0.000	0.000	0.000	0.00																	
Current Incumbents <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Full/Part</th> <th>Stnd Hrs/Wk</th> <th>Name</th> <th>Effective Date</th> <th>Action</th> <th>Action Reason</th> <th>Override Position Data</th> <th>Job Data</th> </tr> </thead> <tbody> <tr> <td>██████████</td> <td>2</td> <td>Part-Time</td> <td>27.00</td> <td>██████████</td> <td>08/11/2025</td> <td>Pay Rate Change</td> <td>Percent of Time Change</td> <td>N</td> <td>Job Data</td> </tr> </tbody> </table>		Empl ID	Empl Record	Full/Part	Stnd Hrs/Wk	Name	Effective Date	Action	Action Reason	Override Position Data	Job Data	██████████	2	Part-Time	27.00	██████████	08/11/2025	Pay Rate Change	Percent of Time Change	N	Job Data
Empl ID	Empl Record	Full/Part	Stnd Hrs/Wk	Name	Effective Date	Action	Action Reason	Override Position Data	Job Data												
██████████	2	Part-Time	27.00	██████████	08/11/2025	Pay Rate Change	Percent of Time Change	N	Job Data												
Personalize Find Print CSV 1 of 1																					

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.



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

Position Information

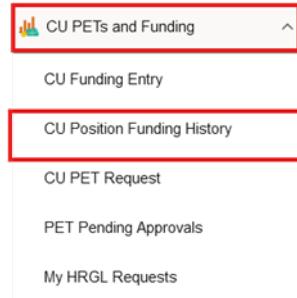
Position Information		Find	View All	First	1 of 2	Last
Effective Date	09/30/2025	Status	Active			
Campus Box	B172 UCD	HRGL Request #				
<input type="button" value="Submit"/>						

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”.

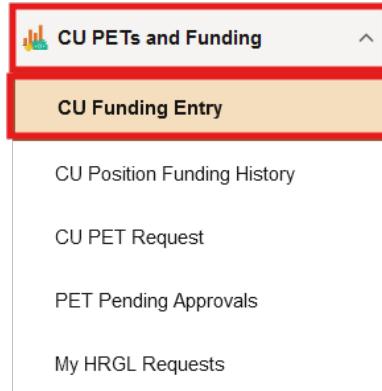


- ii. Check to make sure the speedtype and Funding End Date is correct. If the speedtype and end date need to be updated, move on to Update Position Funding.

Distribution									Personalize	Find	Print	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	<input type="button" value=""/>	Saved Searches	Choose from saved searches	<input type="button" value=""/>
Search by: <input type="button" value="HRGL Request #"/> begins with <input type="text"/> <input type="button" value="Show more options"/>					
<input checked="" type="checkbox"/> Include History <input type="button" value="Search"/> <input type="button" value="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	<input type="text"/>	<input type="button" value=""/>
Effective Date	<input type="text"/>	<input type="button" value=""/>
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

ERNCID	SpeedType	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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

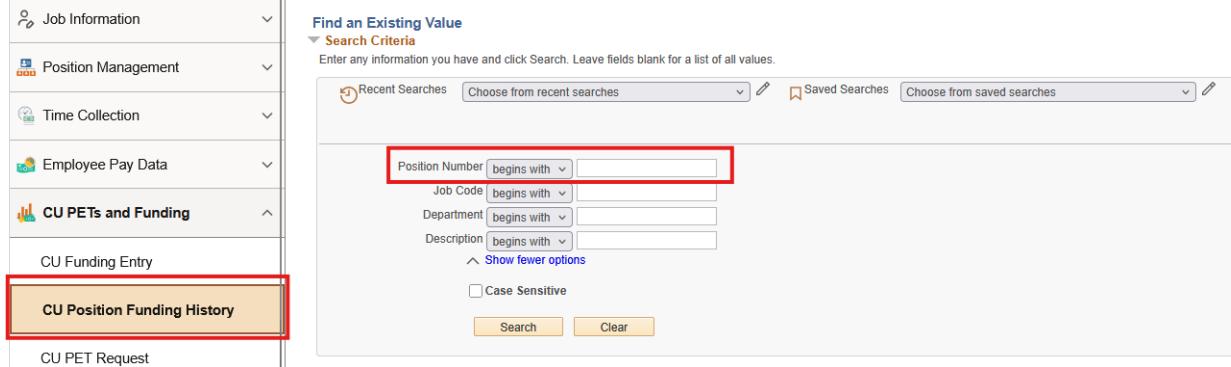
Comments

Comment	Personalize	Find	View All	<input type="button" value=""/>	First	1 of 1	Last
	Date/Time Created	Added by User					

Attachments

Attached File	Description	Add Attachment	Attached By	Last Update Date/Time
1	<input type="text"/>	<input type="button" value=""/>	<input type="text"/>	<input type="button" value=""/>

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 shows a left-hand navigation menu with the following items:

- Job Information
- Position Management
- Time Collection
- Employee Pay Data
- CU PETs and Funding** (This item is highlighted with a red box)
- CU Funding Entry
- CU Position Funding History** (This item is highlighted with a red box)
- CU PET Request

To the right of the menu is a search interface titled "Find an Existing Value" under "Search Criteria". The search criteria panel is also highlighted with a red box, specifically the "Position Number" field. The search panel includes fields for Position Number, Job Code, Department, and Description, each with a dropdown menu. Below the search fields are "Show fewer options", "Case Sensitive" checkbox, "Search" button, and "Clear" button.

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	
Empl ID	<input type="text"/>
Empl Record	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Date of Birth	<input type="text"/>
National ID	<input type="text"/>
National ID Last 4	<input type="text"/>
Department	<input type="text"/>
*Search Option Job Change	
<input type="button" value="Search"/> <input type="button" value="Clear All"/>	

- 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

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
<input checked="" type="checkbox"/>	Job Request	██████████		██████████	Active	██████	08/11/2025	██████		CLAS-Biology	1506	Teaching Assistant	20.00

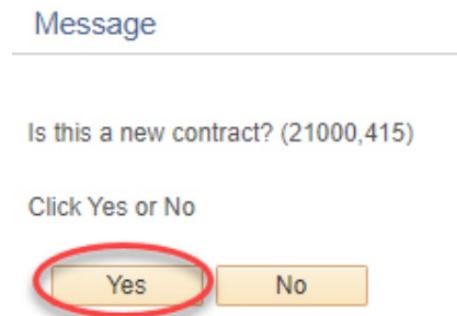
- d. A pop-up message will ask if it is a contract employee. Click “Yes”.

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”.



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	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 <input type="text" value="STM"/>	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"/>	
CU Job Compensation Pay Component	
Comp Rate Code <input type="text" value="BASEC - Base Contract"/>	Compensation Rate <input type="text" value="2500.000000"/>
Compensation Frequency <input type="text" value="Contract"/>	Prorate Contract Change Amount <input type="text" value="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 <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.