

Reappointments HR FRONT END TRAINING HOW-TO GUIDE



Acknowledgements

Portions of this manual are based on Ellucian Banner System, Release 9.3.0.1.

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Course Information

Course ID: Reappointments
Revision Date: October 10, 2020
Version: 1.0

APPROPRIATE USE AND SECURITY OF CONFIDENTIAL AND SENSITIVE INFORMATION

Similar to Banner, HRFE allows you to access confidential and sensitive information. Guidelines have been created to help you manage your responsibility.

You are responsible for any activity that occurs using your login

- Do not share your passwords or store them in an unsecured manner.
- Do not leave your workstation unattended while logged on to administrative information systems.

You have access to very sensitive personal information

- Do not share confidential and sensitive information with anyone, including colleagues, unless there is a business reason.
- Retrieve printed reports quickly, and do not leave the reports lying around in plain view.
- Secure reports containing confidential and sensitive information (e.g., FERPA, EEO, or HIPAA protected data).
- Shred the documents in a timely manner when disposing of reports containing confidential or sensitive information.

Any violation could subject you to disciplinary action.

HR Front End Reappointment Quick View

1	• Locate the employee's record and initiate a Reappointment transaction.
2	• Complete the Job Selection screen.
3	• Complete the Reappointment Dates screen.
4	• Review Proposed Changes in the Employee Record View. Edit data if necessary.
5	• Add additional components if necessary.
6	• Add Transaction Memo and attach related documents, if necessary.
7	• Route / review the transaction.
8	• Apply the transaction to Banner.

TABLE OF CONTENTS

Introduction	5
Assumptions	5
What is a Reappointment?	5
Conventions Used in this Guide	6
Reappointing a Job.....	7
Beginning a Reappointment	7
Job Selection Screen	8
Reappointment/Reactivation Dates Screen.....	9
Employee Record View after Reappointment Wizard	10
Appendix A – Reappointment Process Flow.....	14

Introduction

This guide will help you understand and process Reappointment transactions in the HR Front End. It includes an explanation of the Reappointment transaction and gives general guidelines about when it is appropriate to use the Reappointment transaction type. It also provides instructions on how to complete Reappointment transactions.

Assumptions

This guide assumes that you have completed the *HR Front End Overview and Navigation* online course. This prerequisite helps acquaint you with the general functionality of and navigation in the HR Front End. Material presented in the *HR Front End Overview and Navigation* course is not repeated in this guide.

Before processing a Reappointment transaction, ensure that prior approvals have been obtained where applicable.

What is a Reappointment?

Reappointment transactions in the HR Front End are used for one of two purposes:

- **Extend a Job:** A Reappointment can extend a job that has a Job End Date.
For example, an international employee's Visa is renewed, and the job now needs to be extended. Use a Reappointment to edit the end date in this case.
- **Reactivate a Job:** You can reactivate a terminated job that the employee once held using a Reappointment transaction. Only active employees can be reappointed to a job. If the individual is not an active employee, then a New Hire transaction is required to rehire the person. To determine whether an employee is Active or Terminated, check the Status on the General Information tab of the Employee Record View.

For example, a student held a position with your unit two semesters ago. When the student left campus to study abroad the job was ended, but the student is still shown as an active employee in the HR Front End. Now the student has returned to complete study on campus and will return to the same job previously held with your unit. Use a reappointment transaction to reappoint the job for the student employee.

In both of these cases, the job you wish to reappoint already has a specified Job End Date. Only jobs with Job End Dates are eligible for reappointment.

Also, you must have proper authorization to the job you wish to reappoint. If you open the record of an employee who you do not currently "own", you will receive a Limited Employee Record View that will allow you to reappoint only jobs the employee has held which your unit owns.

If you need to reappoint multiple jobs for an employee, this can be accomplished in a single transaction by adding a component for each job to be reappointed. The Reappointment Wizard leads you through the required screens for each job.

Salary Planner or other mass reappointment programs will still be used for:

- Budgeted Faculty and Other Academics
- Budgeted Academic Professionals
- Civil Service and Extra Help
- Mass grad reappointments for fall semester

Reappointment transactions should *not* be used to:

- Correct Job End Dates. To correct Job End Dates use a Job End Date transaction.
- Change an employee from Visiting to permanent. This would be a transaction that involves Job End Date and either Employee Record Change or Add a Job depending on your unit/campus procedures.

Conventions Used in this Guide



Indicates a **Note** or additional information that might be helpful to you.



Indicates a **Hint** such as a tip, shortcut, or additional way to do something.



Indicates a **Warning** of an action that you should not perform or that might cause problems in the application.

Reappointing a Job

Jobs can only be reappointed to an active employee. To reappoint a job, it must have an existing Job End Date. Follow these steps to complete a Reappointment transaction in the HR Front End:

Beginning a Reappointment

To begin a Reappointment Transaction, you must first open the employee's record.

1. Click **Employee Search** in the navigation bar at the top of the screen.

The **Employee Search** screen appears.

UIN	Last Name	First Name	E-Class	Emp Status	Home_ORG
98765432			BA - Acad/Pro 12mth Ben Elig	A	U-9-904001 - AVP Human Resources/Shared

Figure 1: Employee Search screen

2. Type or select the search criteria in the available fields and click **Search**.

The search results appear in a table at the bottom of the screen.

3. Highlight the desired employee in the results list and click **Select**.

The **Employee Record View** for the selected employee appears. (See Figure 2)

4. Click **Transactions** in the toolbar and select **Reappoint/Reactivate Job** from the list.

The Job Selection screen of the Reappoint/Reactivate Job Wizard appears (see Figure 33).

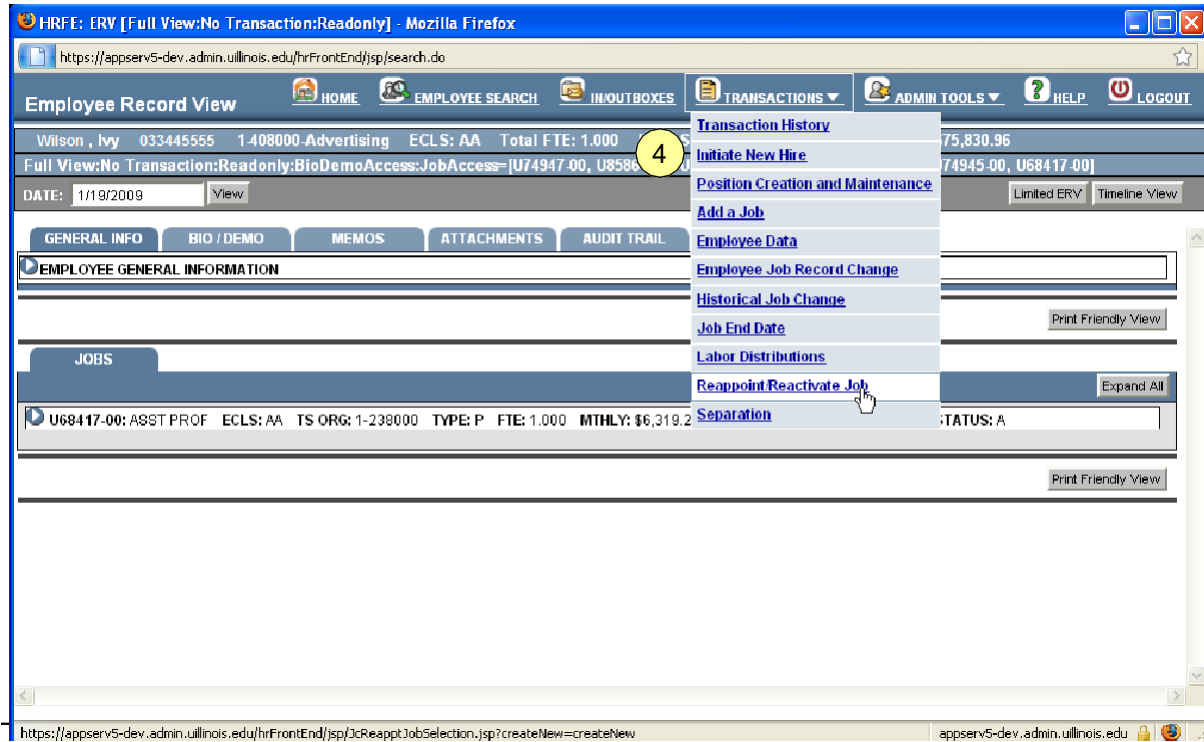


Figure 2: Employee Record View - Reappoint / Reactivate Job

Job Selection Screen

The **Job Selection** screen, the first screen of the wizard, allows you to choose the job to be reappointed. You must choose a job from the list of eligible jobs on this screen.

5. Select the job you wish to reappoint
6. Click **Continue**.

*The **Reappointment/Reactivation Dates** screen of the wizard is displayed.*



NOTE: The only jobs that appear in the **Job Selection** screen are those that meet all of these conditions:

- The employee either currently holds or has at one point held the job (same **Position** and **Suffix** combination).
- You have security access to the job.
- The job has an end date in the past (except GA, which can have future date).
- The job employee class does not begin with C or D.



HINT: Click **Close** in this screen of the wizard to return to the **Employee Record View** as of today's date.



WARNING: The transaction will be lost if you click **Close** before the transaction is saved.

Reappoint/Reactivate Job (ID: -1) Wilson, Ivy 033445555 1-408000-Advertising ECLS: AA

Job Selection

This employee is currently working in or has been in the following jobs that you (the user) own. Only jobs with End Dates are listed and eligible for reappointment or reactivation. Please select the job you wish to reappoint/reactivate this employee on and click **Continue**. If you want to reappoint/reactivate this employee on more than one of the listed jobs, you will need to proceed through this wizard separately for each.

The Job End Date listed is what is in Banner. If reappointing or reactivating the same job multiple times within a transaction any new job end dates are not reflected.

Position	Suffix	Job Title	Job E-Class	Job End Date	Timesheet Org
U42670	SO	ASST PROF	MM	08-15-2008	1-934000
U74944	00	RES ASSOC PROF	AA	09-15-2007	1-238000
U74945	00	RES ASSOC PROF	AA	09-15-2007	1-408000
U74946	00	DIR OF ADVISING	BC	09-15-2007	1-238000
U74947	00	DIR OF ADVISING	BC	09-15-2007	1-408000
U85861	00	ASST PROF	AA	02-15-2008	1-408000

Continue Close

Done appserv5-dev.admin.uillinois.edu

Figure 3: Job Selection screen

Reappointment/Reactivation Dates Screen

Reappointment/Reactivation Dates is the final screen of the wizard. It allows you to enter the begin and end dates for the job being reappointed.

7. Type the **Reappointment/Reactivation Begin Date**. If applicable, type the **Reappointment/Reactivation End Date**. Then click **Continue**.

The **Employee Record View** appears as of the **Reappointment/Reactivation Begin Date** (see Figure 5).



NOTE:

- The **Reappointment/Reactivation Begin Date** must be after the Current Job End.
- The **Reappointment/Reactivation End Date** must be after the **Reappointment/Reactivation Begin Date**. The end date is only required if the Job E-Class is GA or RA. Entering an end date for other employee classes is allowed, but is not required.



HINT:

- To return to the previous screen of the wizard use the **Job Selection** breadcrumb below the **Person Bar**.
- Notice that the **Save** button now appears. This button can be clicked to save the transaction and assign a transaction ID. Once saved the transaction appears in **My Inbox**, and you can access it there later to finish it.

Figure 4: Completed Reappointment/Reactivation Dates screen

Employee Record View after Reappointment Wizard

After the last screen of the wizard is completed, the **Employee Record View** shows the state of the employee as of the **Reappointment/Reactivation Begin Date** entered into the wizard.

8. If there are multiple components for the transaction, click the **View** link to the left of the Reappointment component.

The **Employee Record View** refreshes as of the **Change Date** for the component.



NOTE: If multiple jobs are reappointed with the same **Reappointment Begin Date**, they are all included in one transaction component. If different begin dates are used for each reappointment, a separate component will be generated for each job reappointed.



NOTE: The Proposed Changes accordion at the top of the Employee Record View (see Figure 6) summarizes all the changes proposed on this transaction. The Change Date and Personnel Date for the Reappointment (noted by 'REA' in the Change Type column) are the same as the Reappointment/Reactivation Begin Date typed in while completing the wizard.

HRFE: ERV [Full View:Transaction (1242:3216) REAPPT (3834):Editable] - Mozilla Firefox

https://appserv5-dev.admin.ullinois.edu/hrFrontEnd/jsp/ERV.jsp

Employee Record View

Wilson, Ivy 033445555 1-408000-Advertising ECLS: AA Total FTE: 1.500 Base Salary: \$113,185.93 Total Salary: \$113,185.93

Full View:Transaction (1242:3216) REAPPT (3834):Owner-Yes :Not Completed:Editable:BioDemoAccess:JobAccess-[U74947-00, U85861-00, U74946-00, U74944-00, U42670-S0, U74945-00, U68417-00], Stop: DEPT:Default:Initiate A U-1-KT-408.408000 (1242:3216)

DATE: 1/16/2009 View Limited ERV Timeline View

PROPOSED CHANGES

ID	Change Date	Personnel Date	Job	TS Org	Job Change Reason	Change Type
3834	01/16/2009	01/16/2009	U85861-00 ASST PROF	1-408000 Advertising	RA001, Reappointment	REA

Add Change

GENERAL INFO **BIO / DEMO** **MEMOS** **ATTACHMENTS** **AUDIT TRAIL**

EMPLOYEE GENERAL INFORMATION

Route Save Cancel Release Ownership Send To Send FYI Print Friendly View

JOBS Expand All

U68417-00: ASST PROF ECLS: AA TS ORG: 1-238000 TYPE: P FTE: 1.000 MTHLY: \$6,319.25 BEGIN: 8/16/2007 BGT PRO: R STATUS: A
U85861-00: ASST PROF ECLS: AA TS ORG: 1-408000 TYPE: S FTE: 0.500 MTHLY: \$3,112.91 BEGIN: 8/16/2007 END: 5/15/2009 BGT PRO: R STATUS: A

Route Save Cancel Release Ownership Send To Send FYI Print Friendly View

Figure 5: Employee Record View after Reappointment Wizard

9. Under the **Jobs** tab, click the accordion bar with the reappointed job to view the **Job Detail**. The **Job Detail** accordion for this job is expanded.



NOTE:

- Any values in the **Job Detail** that were not specified as part of the wizard default to the values from the last effective-dated job record in Banner.
- The **Personnel Date** now equals the **Reappointment/Reactivation Begin Date** typed into the wizard. This value is editable.
- The **Job End Date** also appears if a value was typed into the wizard. This field is not editable.
- The **Job Change Reason** defaults to *RA001 - Reappointment*. This reason is editable.
- The **Job Status** is set to *A - Active*.

GENERAL INFO BIO / DEMO MEMOS ATTACHMENTS AUDIT TRAIL

EMPLOYEE GENERAL INFORMATION

Route Save Cancel Release Ownership Send To Send FYI Print Friendly View

JOBS Expand All

U68417-00: ASST PROF ECLS: AA TS ORG: 1-238000 TYPE: P FTE: 1.000 MTHLY: \$6,319.25 BEGIN: 8/16/2007 BGT PRO: R STATUS: A

U85861-00: ASST PROF ECLS: AA TS ORG: 1-408000 TYPE: S FTE: 0.500 MTHLY: \$3,112.91 BEGIN: 8/16/2007 END: 5/15/2009 BGT PRO: R STATUS: A

JOB DETAIL 10

DATES

PERSONNEL DATE:	EFFECTIVE DATE:	LAST PAID DATE:	JOB BEGIN DATE:	JOB END DATE:
1/16/2009		2/15/2008	8/16/2007	5/15/2009
2/15/2008	2/15/2008			2/15/2008

POSITION: U85861 **SUFFIX:** 00 **POSITION CLASS:** AACAA - TENUR 9MO ASPRO **JOB TITLE:** ASST PROF **JOB TYPE:** S - Secondary

PAY RATE

PAY ID:	FACTOR:	JOB FTE:	APPT %:	HOURLY:	MONTHLY:	ANNUAL:	JOB STATUS:
MN - Monthly	12	0.500	100.0	35.916859	\$3,112.91	\$37,354.97	A - Active
							T - Terminated

JOB CHANGE REASON: RAD01 - Reappointment FT001 - FTE Change

TIMESHEET

COA:	ORG:	TIME ENTRY METHOD:
1	408000 - Advertising	P - Payroll

JOB EMPLOYEE CLASS: AA - Acad 9/12mth Ben Elig **LEAVE CATEGORY:** A3 - 9/12 mth 2 FH 25 **ACCUE LEAVE:** N - No

SALARY

GROUP:	TABLE:	GRADE:	STEP:	PROB PERIOD:	BEGIN DATE:	END DATE:	INCREASE MM/DD:	ANNIV DATE:
2009	AA	UNDFD	0-0					
2008								

BUDGET PROFILE CODE: R - Recurring **BARGAINING UNIT:** NONE **HOURS PER DAY:** 8.0 **SEARCH NUMBER:**

JOB COMMENTS

Comments	UserID	Date
	eret	01-26-2009 11:19

Add

JOBS

U68417-00: ASST PROF ECLS: AA TS ORG: 1-238000 TYPE: P FTE: 1.000 MTHLY: \$6,319.25 BEGIN: 8/16/2007 BGT PRO: R STATUS: A

U85861-00: ASST PROF ECLS: AA TS ORG: 1-408000 TYPE: S FTE: 0.500 MTHLY: \$3,112.91 BEGIN: 8/16/2007 END: 5/15/2009 BGT PRO: R STATUS: A

Route Save Cancel Release Ownership Send To Send FYI Print Friendly View

Figure 6: Job Detail in Employee Record View

10. Edit any data in the editable **Job Detail** fields that has changed since the employee last held this job. This might include **Title, Job Type, FTE, Pay Rates, Timesheet Org**, and so on, depending on the employee class and your security.

The data edited now appears highlighted in red. The original value is in a white box below the new value.

11. Click **Save**

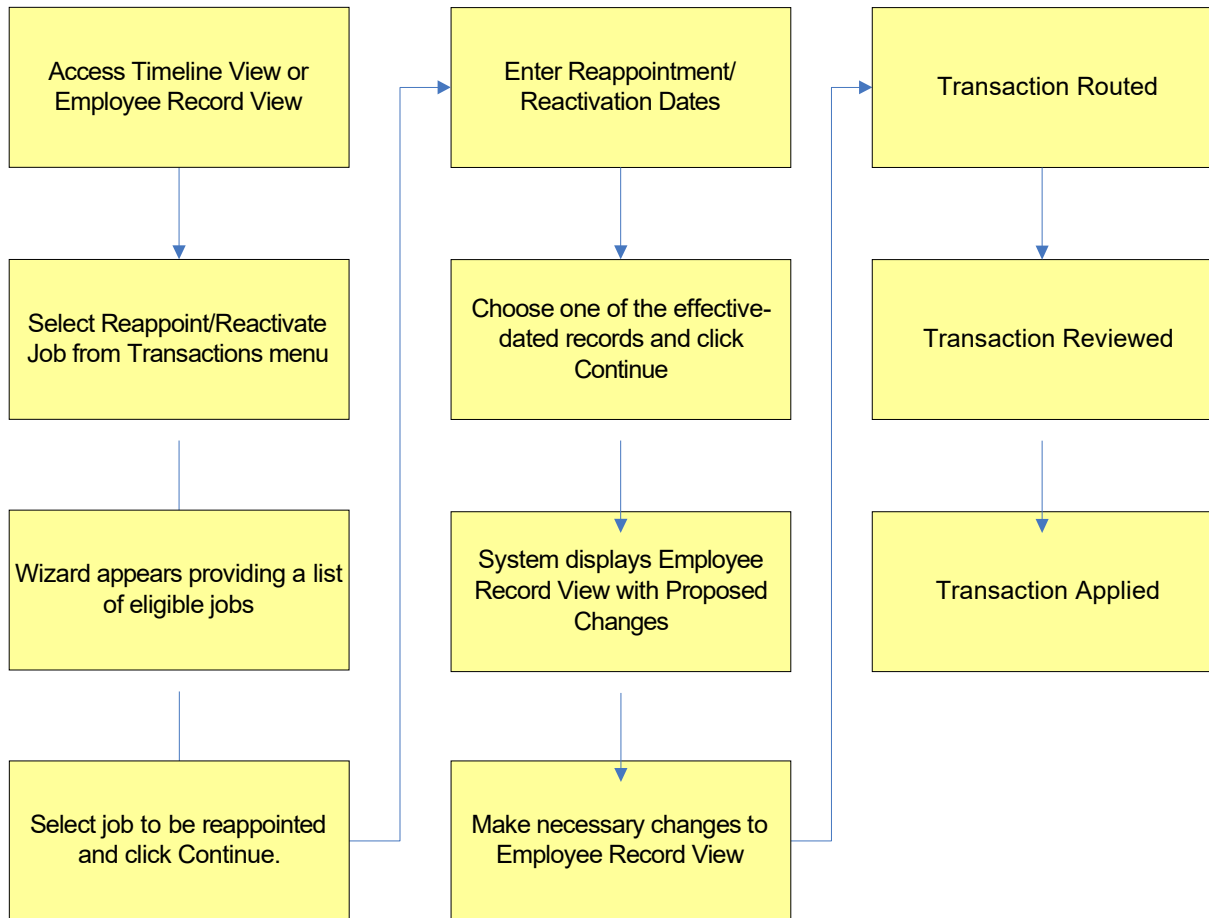
The transaction is now ready to be routed and applied to Banner.



HINT: Data in the ***Job Labor Distribution*** and ***Position Data*** accordions are also editable as they would be in Job Changes. All other accordions are un-editable. Job Suffix is also not editable in a Reappointment transaction.

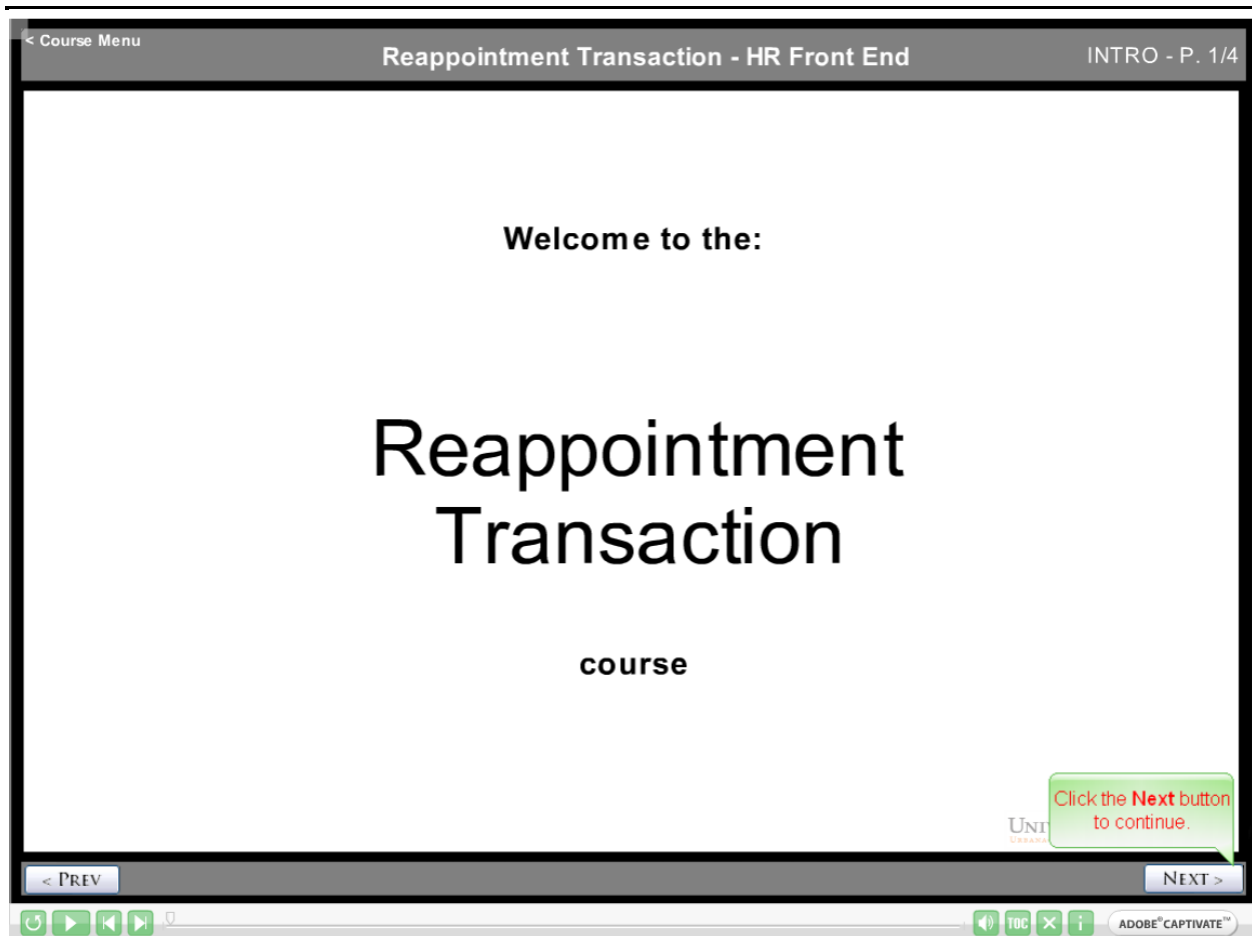
Appendix A – Reappointment Process Flow

Reappointment transactions in the HR Front End are processed with the help of a wizard. Below is the Reappointment process steps, including before, during, and after



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Appendix B: Screenshots of HRFE Video



[< Course Menu](#)

Reappointment Transaction - HR Front End

INTRO - P. 2/4


This course will help to equip you when you are working with Reappointment transactions in the HR Front End Application.





CHAPTER	YOU WILL LEARN ABOUT
1 – Common Terminology	<ul style="list-style-type: none">• Common Terminology• What a Reappointment transaction is• Business Process Flow
2 – Initiating the Reappointment Transaction	<ul style="list-style-type: none">• How to initiate a reappointment transaction• How to select the job you wish to reappoint in the Reappointment wizard• How to enter reappointment dates
3 – Reviewing the Reappointment Transaction	<ul style="list-style-type: none">• The Proposed Changes accordion• Reviewing and editing any information on the Employee Record View• Routing the transaction
4 – Course Review	<ul style="list-style-type: none">• You will participate in activities that will assess your understanding of the content covered in this course

Click the **Next** button to continue.

[< PREV](#)

NEXT [>](#)



ADOBE® CAPTIVATE™

[< Course Menu](#)

Reappointment Transaction - HR Front End

INTRO - P. 4/4



Appropriate Use and Security of Confidential and Sensitive Information



Users are responsible for any activity that occurs during their logon. The HR Front End Application allows users to access confidential and sensitive information. Guidelines have been created to help users manage their responsibility.

- Do NOT share passwords or store them in an unsecured manner
- Do NOT leave workstation unattended while logged on to administrative information systems
- Do NOT share confidential and sensitive information with anyone, including colleagues, unless there is a business reason
- Retrieve printed reports quickly, and do not leave the reports lying around in plain view
- Secure reports containing confidential and sensitive information (e.g. FERPA, EEO, or HIPAA protected data)
- Shred the documents in a timely manner when disposing of reports containing confidential or sensitive information.



Click the **Next** button to continue.

[< PREV](#)[NEXT >](#)

The screenshot shows a presentation slide with a dark grey header bar. The header contains a back arrow and the text '< Course Menu' on the left, 'Reappointment Transaction - HR Front End' in the center, and 'CH.1 - P. 1/6' on the right. The main content area is white and contains the following text:

Chapter 1

Common Terminology

In this Chapter, you will learn:

- Common Terminology
- What a Reappointment transaction is
- Business Process Flow

Click the **Next** button to continue.

UNIVERSITY OF ALABAMA




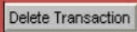




The slide is framed by a dark border. At the bottom, there is a navigation bar with a '< PREV' button on the left and a 'NEXT >' button on the right. Below the navigation bar is a control bar with various icons: a refresh icon, a play/pause icon, a previous/next slide icon, a volume icon, a 'TOC' (Table of Contents) icon, a close icon, an information icon, and the text 'ADOBE CAPTIVATE™'.

< Course Menu

Reappointment Transaction - HR Front End

CH.1 - P. 2/6






Reappointment Wizard - Button Functionality

BUTTON	FUNCTIONALITY
	The Apply feature completes the transaction and applies the data to Banner. The User must have Apply permissions for this button to be active
	The Close button enables the user to exit the transaction.
	The Continue button is used to proceed through the screens of a Wizard
	The Delete Transaction button is used to delete a transaction from the system.
	The Print Friendly View button opens a separate window that will align the data from the current screen in a format that can be easily printed.
	The Route feature sends the transaction on to the next stop in the predetermined routing for the transaction.
	The Save button is used to save the transaction to be worked on at a time in the future. Saved transactions can be accessed in the User's Inbox (My Inbox)
	The Send To feature allows the transaction to be sent to a user that is not in the predetermined routing for the transaction.

Click the **Next** button to continue.

< PREV

NEXT >

     ADOBE CAPTIVATE™

< Course Menu

Reappointment Transaction - HR Front End

CH.1 - P. 3/6

What is a Reappointment?

Reappointment Transactions are used for one of two purposes:

- **Extend a Job:** A Reappointment can extend a job that has a Job End Date.
- **Reactivate a Job:** You can reactivate a terminated job that the employee once held using a Reappointment transaction. Only active employees can be reappointed to a job. If the individual is not an active employee, then a New Hire transaction is required to rehire the person. To determine whether an employee is Active or Terminated, check the Status on the General Information tab of the Employee Record View.

Click the **Next** button to continue.

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NEXT >

⏮ ⏪ ⏩ ⏭ 🔊 🔍 ⌂ ADOBE CAPTIVATE™

The screenshot shows a presentation slide within an Adobe Captivate interface. The slide title is 'Reappointment Transaction - HR Front End' and it is page 4 of 6. The slide content consists of three bullet points regarding reappointment eligibility and procedures. A green callout box in the bottom right corner of the slide area contains the text 'Click the Next button to continue.' The presentation controls at the bottom include a progress bar, navigation buttons (Previous, Next, Home, etc.), and the Adobe Captivate logo.

< Course Menu

Reappointment Transaction - HR Front End

CH.1 - P. 4/6

- Only jobs with Job End Dates are eligible for reappointment.
- User must have proper authorization to the job you wish to reappoint. If you open the record of an employee who you do not currently “own”, you will receive a Limited Employee Record View that will allow you to reappoint only jobs the employee has held which your unit owns.
- If you need to reappoint multiple jobs for an employee, this can be accomplished in a single transaction by adding a component for each job to be reappointed. The Reappointment Wizard leads you through the required screens for each job

Click the **Next** button to continue.

< PREV

NEXT >

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< Course Menu

Reappointment Transaction - HR Front End

CH.1 - P. 5/6

Reappointment Quick View

- 1 • Locate the employee's record and initiate a Reappointment transaction.
- 2 • Complete the Job Selection screen.
- 3 • Complete the Reappointment Dates screen.
- 4 • Review Proposed Changes in the Employee Record View. Edit data if necessary.
- 5 • Add additional components if necessary.
- 6 • Add Transaction Memo and attach related documents, if necessary.
- 7 • Route / review the transaction.
- 8 • Apply the transaction to Banner.

Click the **Next** button to continue.

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The screenshot shows a presentation slide with a dark grey header bar. The header bar contains the text '< Course Menu' on the left, 'Reappointment Transaction - HR Front End' in the center, and 'CH.1 - P. 6/6' on the right. The main content area is white and features the title 'Chapter 1 Review' in a large, bold, black font. Below the title, the text 'In this Chapter, you have learned:' is followed by a bulleted list: '• Common Terminology', '• What a Reappointment transaction is', and '• Business Process Flow'. In the bottom right corner of the slide, there is a green callout box with the text 'Click the **Next** button to continue.' The bottom of the slide has a dark grey navigation bar with a '< PREV' button on the left and a 'NEXT >' button on the right. Below the navigation bar is a thin grey bar containing various icons: a refresh icon, a play/pause icon, a back icon, a forward icon, a volume icon, a 'TOC' icon, a close icon, an information icon, and the 'ADOBE CAPTIVATE™' logo.

< Course Menu Reappointment Transaction - HR Front End CH.1 - P. 6/6

Chapter 1 Review

In this Chapter, you have learned:

- Common Terminology
- What a Reappointment transaction is
- Business Process Flow

Click the **Next** button to continue.

< PREV NEXT >

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[< Course Menu](#)

Reappointment Transaction - HR Front End

CH.2 - P. 1/5

Chapter 2

Initiating a Reappointment Transaction

In this Chapter, you will learn:

- How to initiate a reappointment transaction
- How to select the job you wish to reappoint in the Reappointment wizard
- How to enter reappointment dates

Click the **Next** button to continue.

[< PREV](#)[NEXT >](#)

ADOBE® CAPTIVATE™

< Course Menu

Reappointment Transaction - HR Front End

CH.2 - P. 2/5

Employee Record View

Do, John 651234567 1-244002-Physics State Oper ECLS: GA Total FTE: 0.500 B

Full View: No Transaction: Readonly: BioDemoAccess: JobAccess= [U78897-SM, U69824-00, U5

DATE: 12/17/2009 View

GENERAL INFO BIO / DEMO MEMOS ATTACHMENTS AUDIT TRAIL

EMPLOYEE GENERAL INFORMATION

JOBS

U69824-00: GRAD RES ASST ECLS: GA TS ORG: 1-244002 TYPE: P FTE: 0.500 MTHLY: \$1,85

Transaction History

Initiate New Hire

Position Creation and Maintenance

Add a Job

Employee Data

Employee Job Record Change

Historical Job Change

Job End Date

Labor Distributions

Reappoint Reactivate Job

Separation

Limited ERV Timeline View

Print Friendly View

Expand All

009 STATUS: A

Print Friendly View

To begin, click **Reappoint/Reactivate Job** from the Transactions Menu.

To begin a Reappointment Transaction, you must first open the employee's record. Once you have selected a UIN that you have permissions to, you will be taken to the **Employee Record View**.

Also, you must have proper authorization to the job you wish to reappoint. If you open the record of an employee who you do not currently "own", you will receive a Limited Employee Record View that will allow you to reappoint only jobs the employee has held which your unit owns.

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< PREV

NEXT >

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< Course Menu

Reappointment Transaction - HR Front End

CH.2 - P. 3/5

Reappoint/Reactivate Job Wizard

HELP

LOGOUT

Reappoint/Reactivate Job (ID: -1): Doe, John 651234567 1-244002.Physics State Oper ECLS: GA

Job Selection>>

Job Selection

This employee is currently working in or has been in the following jobs that you (the user) own. Only jobs with End Dates are listed and eligible for reappointment or reactivation. Please select the job you wish to reappoint/reactivate this employee on and click **Continue**. If you want to reappoint/reactivate this employee on more than one of the listed jobs, you will need to proceed through this wizard separately for each.

The Job End Date listed is what is in Banner. If reappointing or reactivating the same job multiple times within a transaction any new job end dates are not reflected.

Position	Suffix	Job Title	Job E-Class	Job End Date	
U50040	00	GRAD TEACH ASST	GA	05-15-2006	1-244002
U69824	00	GRAD RES ASST	GA	12-31-2009	1-244002
U78897	SM	SUMMER GRAD RES ASST	GA	07-15-2009	1-244006

Continue

Close

The Job Selection screen, the first screen of the wizard, allows you to choose the job to be reappointed. You must choose a job from the list of eligible jobs on this screen.

1. Click the job you wish to reappoint.

2. Then click the **Continue** button to continue.

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< PREV

NEXT >

< Course Menu

Reappointment Transaction - HR Front End

CH.2 - P. 4/5

Reappoint/Reactivate Job Wizard

Reappoint/Reactivate Job (ID: -1): Doe, John 651234567 1-244002-Physics State Oper ECLS: GA

Job Selection>> Reappoint

You have chosen to Reappoint

POSITION: SUFFIX: TITLE:
U50040 00 GRAD TE

1. Type the **Reappointment/Reactivation Begin Date**. 1/1/2010
2. If applicable, type the **Reappointment/Reactivation End Date**. 5/15/2010
3. Then click **Continue**

REAPPOINTMENT/REACTIVATION
BEGIN DATE: *

REAPPOINTMENT/REACTIVATION
END DATE: †

† End date is required for certain employee classes.
Click **Continue** to proceed to the Job Data screen with your proposed Job changes.

Continue Save Close

Delete Transaction

The Reappointment/Reactivation End Date must be after the Reappointment/Reactivation Begin Date and is only required for certain Employee Classes.

Reappointment/Reactivation Dates is the final screen of the wizard. It allows you to enter the begin and end dates for the job being reappointed.

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< PREV

NEXT >

ADOBE CAPTIVATE™

The screenshot shows a presentation slide within an Adobe Captivate interface. The top header bar contains a '< Course Menu' button on the left, the title 'Reappointment Transaction - HR Front End' in the center, and 'CH.2 - P. 5/5' on the right. The main content area features the title 'Chapter 2 Review' in a large font, followed by the sub-header 'In this Chapter, you learned:'. Below this is a bulleted list of three items: 'How to initiate a reappointment transaction', 'How to select the job you wish to reappoint in the Reappointment wizard', and 'How to enter reappointment dates'. A green callout box in the bottom right corner of the content area says 'Click the **Next** button to continue.' The bottom control bar includes a '< PREV' button on the left, a 'NEXT >' button on the right, a set of navigation icons (back, forward, search, etc.) on the far left, and a volume icon, 'TOC' button, and 'ADOBE CAPTIVATE' logo on the far right.

< Course Menu

Reappointment Transaction - HR Front End

CH.2 - P. 5/5

Chapter 2 Review

In this Chapter, you learned:

- How to initiate a reappointment transaction
- How to select the job you wish to reappoint in the Reappointment wizard
- How to enter reappointment dates

Click the **Next** button to continue.

< PREV

NEXT >

ADOBE CAPTIVATE™

The screenshot shows a training slide within a software interface. At the top, a dark grey header bar contains a '< Course Menu' button on the left, the title 'Reappointment Transaction - HR Front End' in the center, and 'CH.3 - P. 1/6' on the right. The main content area is white and features the chapter title 'Chapter 3' at the top, followed by a large, bold heading 'Reviewing the Reappointment Transaction'. Below this, a sub-heading reads 'In this Chapter, you will learn about:', followed by a bulleted list of three items: 'The Proposed Changes accordion', 'Reviewing and editing any information on the Employee Record View', and 'Routing the transaction'. In the bottom right corner of the content area, a green callout box with a speech bubble icon contains the text 'Click the **Next** button to continue.' Below the content area, a dark grey navigation bar includes a '< PREV' button on the left and a 'NEXT >' button on the right. At the very bottom, a light grey control bar contains a series of small icons for navigation (back, forward, search, etc.) and a volume icon, followed by the 'ADOBE CAPTIVATE' logo.

< Course Menu

Reappointment Transaction - HR Front End

CH.3 - P. 1/6

Chapter 3

Reviewing the Reappointment Transaction

In this Chapter, you will learn about:

- The Proposed Changes accordion
- Reviewing and editing any information on the Employee Record View
- Routing the transaction

Click the **Next** button to continue.

< PREV

NEXT >

ADOBE CAPTIVATE

< Course Menu Reappointment Transaction - HR Front End CH.3 - P. 2/6

Employee Record View

Doe, John 651234567

Full View: Transaction (9809 U50040.00), Stop: ORG:Default

DATE: 1/1/2010 [View](#)

ADMIN TOOLS [HELP](#) [LOGOUT](#)

5.00 Total Salary: \$17,055.00

Access: JobAccess=[U78897.SM, U69824.00,

Limited ERV [Timeline View](#)

PROPOSED CHANGES

	ID	Change Date	Personnel Date	Job	TS Org	Job Change Reason	Change Type	Apply Status
View Wizard	205916	01/01/2010	01/01/2010	U50040-00 GRAD TEACH ASST	1-244002 Physics State Oper	RA001,	DEA	Delete

[Add Change](#)

GENERAL INFO **BIO / DEMO** **MEMOS** **ATTACHMENTS** **AUDIT**

EMPLOYEE GENERAL INFORMATION

[Route](#) [Save](#) [Cancel](#)

JOBS

Expand All									
U50040-00: GRAD TEACH ASST	ECLS: GA	TS ORG: 1-244002	TYPE: P	FTE: 0.500	MTHLY: \$1,655.21	BEGIN: 8/16/2005	END: 5/15/2010	STATUS: A	

[Route](#) [Save](#) [Cancel](#)

After the last screen of the wizard is completed, the **Employee Record View** shows the state of the employee as of the **Reappointment/Reactivation Begin Date** entered into the wizard. The reappointed job appears in green denoting that the information is system generated.

[Route](#) [Save](#) [Cancel](#)

[Release Ownership](#) [Send To](#) [Send FYI](#) [Print Friendly View](#)

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< PREV NEXT >

[Home](#) [Back](#) [Forward](#) [Search](#)

TOC [X](#) [i](#) [Adobe Captivate](#)

< Course Menu Reappointment Transaction - HR Front End CH.3 - P. 3/6

U50040-00: TYPE: P FTE: 0.500 MTHLY: \$1,655.21 BEGIN: 8/16/2005 END: 5/15/2010 STATUS: A

JOB DETAIL

DATES

PERSONNEL DATE:	EFFECTIVE DATE:	LAST PAID DATE:	JOB BEGIN DATE:	JOB END DATE:
1/1/2010	1/1/2010	5/15/2006	8/16/2005	5/15/2010
5/15/2006	5/15/2006			5/15/2006

POSITION: U50040 **SUFFIX:** 00 **POSITION CLASS:** CASHA - GRAD TCH ASST **JOB TITLE:** GRAD TEACH ASST **JOB TYPE:** P - Primary

PAY ID: MN - Monthly **FACTOR:** 9 **JOB FTE:** 0.500 **APPT %:** 100.0 **PAY RATE**

HOURLY:	MONTHLY:	ANNUAL:
19.097842	\$1,655.21	\$14,896.89

JOB STATUS: A - Active

JOB CHANGE REASON: RAD01 - Reappointment SA022 - Fiscal Year Salary Grp Update

TIMESHEET

COA: 1 ORG: 244002 - Physics State

JOB EMPLOYEE CLASS: GA - Graduate Assistants **LEAVE CATEGORY:** E5 - 9/9 mth 2 FH 13 **ACCUE LEAVE:** Y - Yes

SALARY

GROUP:	TABLE:	GRADE:	STEP:
2010	VB	UNDFD	0-0
2007			

PROBATIONARY

PROB PERIOD:	BEGIN DATE:	END DATE:	INCREASE MM/DD:	ANNIV DATE:

Notice the **Personnel Date** field is 1/1/2010, which carried over from the wizard.

Edit any data in the editable **Job Detail** fields that has changed since the employee last held this job. This might include **Title**, **Job Type**, **FTE**, **Pay Rates**, **Timesheet Org**, and so on, depending on the employee class and your security.

Click the **Next** button to continue.

< PREV NEXT >

NOIS
FOURTEEN

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< Course Menu Reappointment Transaction - HR Front End CH.3 - P. 4/6

Employee Record View HOME EMPLOYEE SEARCH IN/OUTBOXES TRANSACTIONS ADMIN TOOLS HELP LOGOUT

Doe, John 651234567 1-244002-Physics State Oper ECLS: GA Total FTE: 0.500 Base Salary: \$17,055.00 Total Salary: \$17,055.00

Full View: Transaction (98093:537678) REAPPT (205916): Owner=Yes (sandrnsn): Not Completed: Editable: BioDemoAccess: JobAccess=[U78897-SM, U69824-00, U50040-00], Stop: ORG:Default:Initiate G U-1-KP-244-244002 (98093:537678)

DATE: 1/1/2010 View Limited ERV Timeline View

PROPOSED CHANGES

ID	Change Date	Personnel Date	Job	TS Org	Job Change Reason	Change Type	Apply Status
View Wizard 205916	01/01/2010	01/01/2010	U50040-00 GRAD TEACH ASST	1-244002 Physics State Oper	RA001, Reappointment	REA	Delete

[Add Change](#)

Click Route. DEMO MEMOS ATTACHMENTS AUDIT TRAIL

ROUTE TRANSACTION

[Route](#) [Save](#) [Cancel](#) [Release Ownership](#) [Send To](#) [Send FYI](#) [Print Friendly View](#)

JOBS [Expand All](#)

U50040-00: GRAD TEACH ASST ECLS: GA TS BEGIN: 8/16/2005 END: 5/15/2010 STATUS: A

[Route](#) [Save](#) [Cancel \[Release Ownership\]\(#\) \[Send To\]\(#\) \[Send FYI\]\(#\) \[Print Friendly View\]\(#\)](#)

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< PREV NEXT >

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< Course Menu Reappointment Transaction - HR Front End CH.3 - P. 5/6

Employee Record View HOME EMPLOYEE SEARCH IN/OUTBOXES ADMIN TOOLS HELP LOGOUT

• Success routing to ORG:Default:Apply G U-1-KP-244-244002 (98093:537680).

Once the transaction has been routed you will get a success routing message.

Doe, John 651234567 1-244002-Physics State Oper ECLS: GA Total Salary: \$17,055.00

Full View: Transaction (98093:537680) REAPPT (205916): Owner=No (No U50040-00), Stop: ORG:Default:Apply G U-1-KP-244-244002 (98093:537680)

DATE: 1/1/2010 View Limited ERV Timeline View

PROPOSED CHANGES

ID	Change Date	Personnel Date	Job	TS Org	Job Change Reason	Change Type	Apply Status
View 205916	01/01/2010	01/01/2010	U50040-00 GRAD TEACH ASST	1-244002 Physics State Oper	RA001, Reappointment	REA	

GENERAL INFO BIO / DEMO MEMOS ATTACHMENTS AUDIT TRAIL

EMPLOYEE GENERAL INFORMATION

Take Ownership Print Friendly View

JOBS

Expand All

U50040-00: GRAD TEACH ASST ECLS: GA TS ORG: 1-244002 TYPE: P FTE: 0.500 MTHLY: \$1,655.21 BEGIN: 8/16/2005 END: 5/15/2010 STATUS: A

Take Ownership

Click the **Next** button to continue.

< PREV NEXT >

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The screenshot shows a presentation slide within a software interface. At the top, a dark grey header bar contains the text '< Course Menu' on the left, 'Reappointment Transaction - HR Front End' in the center, and 'CH.3 - P. 6/6' on the right. The main content area is white and features the title 'Chapter 3 Review' in a large, bold, black font. Below the title, the text 'In this Chapter, you learned about:' is followed by a bulleted list of three items: 'The Proposed Changes accordion', 'Reviewing and editing any information on the Employee Record View', and 'Routing the transaction'. In the bottom right corner of the slide, a green speech bubble contains the text 'Click the **Next** button to continue.' The bottom of the slide is framed by a dark grey bar with navigation controls. On the left, there is a '< PREV' button. On the right, there is a 'NEXT >' button. Below these buttons is a row of small icons: a green square with a white arrow, a green square with a white pause symbol, a green square with a white left arrow, a green square with a white right arrow, a green square with a white play symbol, a green square with a white volume icon, a green square with a white 'TGC' label, a green square with a white 'X' icon, a green square with a white 'i' icon, and a green square with a white 'ADOBE CAPTIVATE' logo.

< Course Menu Reappointment Transaction - HR Front End CH.3 - P. 6/6

Chapter 3 Review

In this Chapter, you learned about:

- The Proposed Changes accordion
- Reviewing and editing any information on the Employee Record View
- Routing the transaction

Click the **Next** button to continue.

< PREV NEXT >

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The screenshot shows a software interface for a course titled "Reappointment Transaction - HR Front End". At the top left is a "< Course Menu" button. The main content area contains a message: "You have reached the conclusion of the Reappointment Course. Feel free to navigate to any section of this course. In order to certify your completion of this course, please click the **COMPLETE COURSE** button below." Below this message is a large, light blue button with the text "COMPLETE COURSE". In the bottom right corner of the main area is the "UNIVERSITY OF ILLINOIS" logo with "URBANA-CHAMPAIGN • CHICAGO • SPRINGFIELD" underneath. The bottom navigation bar includes a "< PREV" button on the left and a "BEGIN COURSE" button on the right. At the very bottom is a control bar with icons for back, forward, and search, a progress slider, and a "ADobe CAPTIVATE™" logo.

< Course Menu

Reappointment Transaction - HR Front End

You have reached the conclusion of the Reappointment Course. Feel free to navigate to any section of this course. In order to certify your completion of this course, please click the **COMPLETE COURSE** button below.

COMPLETE COURSE

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BEGIN COURSE

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