

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 logon

- 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.

The screenshot shows the 'Employee Search' interface. At the top, there is a navigation bar with icons for HOME, EMPLOYEE SEARCH, IN/OUTROYS, TRANSACTIONS, and ADMIN TO. Below this is the 'Employee Search' form with the following fields and values:

- UIN: 98765432 (circled with a yellow '2')
- LAST NAME: (empty)
- FIRST NAME: (empty)
- USERID: (empty)
- SSN: (empty)
- COA: 9 - University of Illinois - Admin
- COLLEGE: * - All
- DEPARTMENT: * - All
- ORGANIZATION: * - All
- CAMPUS: U - UIUC Urbana / Champaign
- EMPLOYEE GROUP: * - All
- INCLUDE TERMINATED EMPLOYEES
- Buttons: Search, Reset

Below the form, there is a 'Refresh' button, a 'Select' button (circled with a yellow '3'), and the text 'Query returned 1 rows.' Below this is a table with the following data:

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.

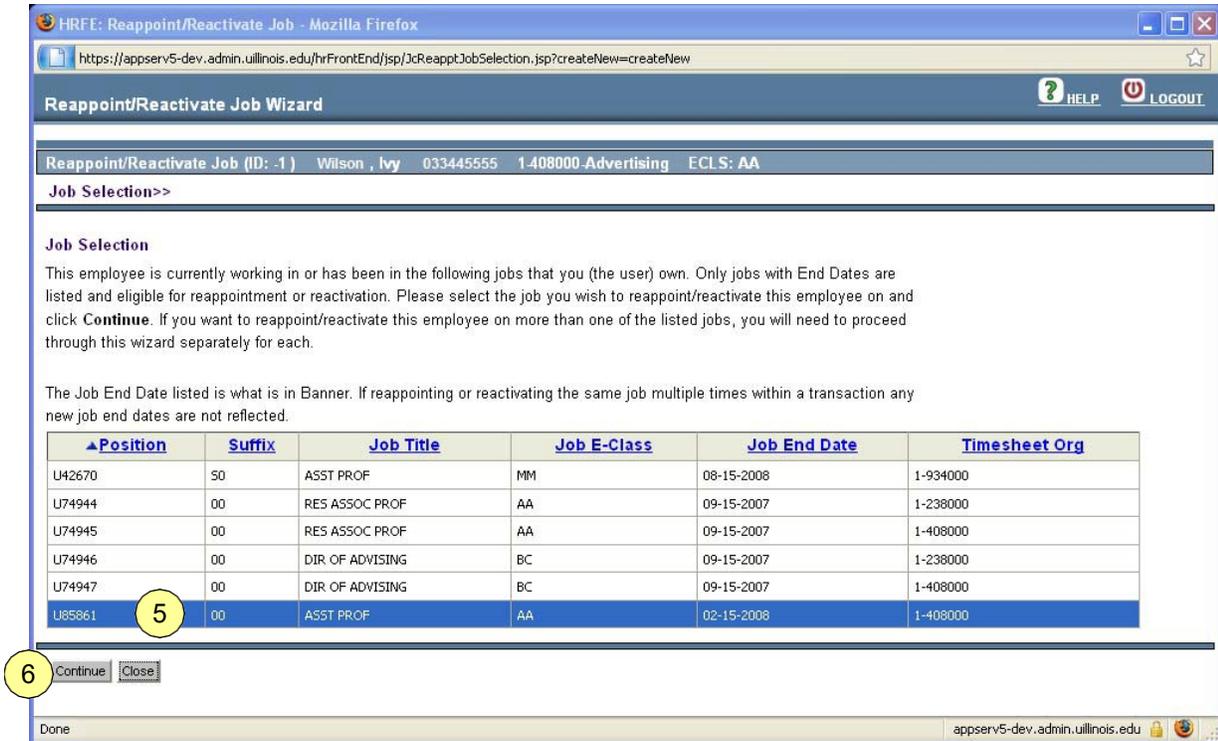


Figure 3: Job Selection screen

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.

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-SD, 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

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

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

- 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

PAYID:	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

TIMESHEET

JOB CHANGE REASON: RAD01 - Reappointment FT001 - FTE Change

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

JOB EMPLOYEE CLASS: AA - Acad 9/12mth Ben Elig LEAVE CATEGORY: A3 - 9/12 mth 2 FH 25 ACCRUE 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

JOB LABOR DISTRIBUTIONS POSITION DATA WORK SCHEDULES SERVICE DATES & CONTRACT PARAMETERS DEFAULT EARNINGS FACULTY RANK & TENURE

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**

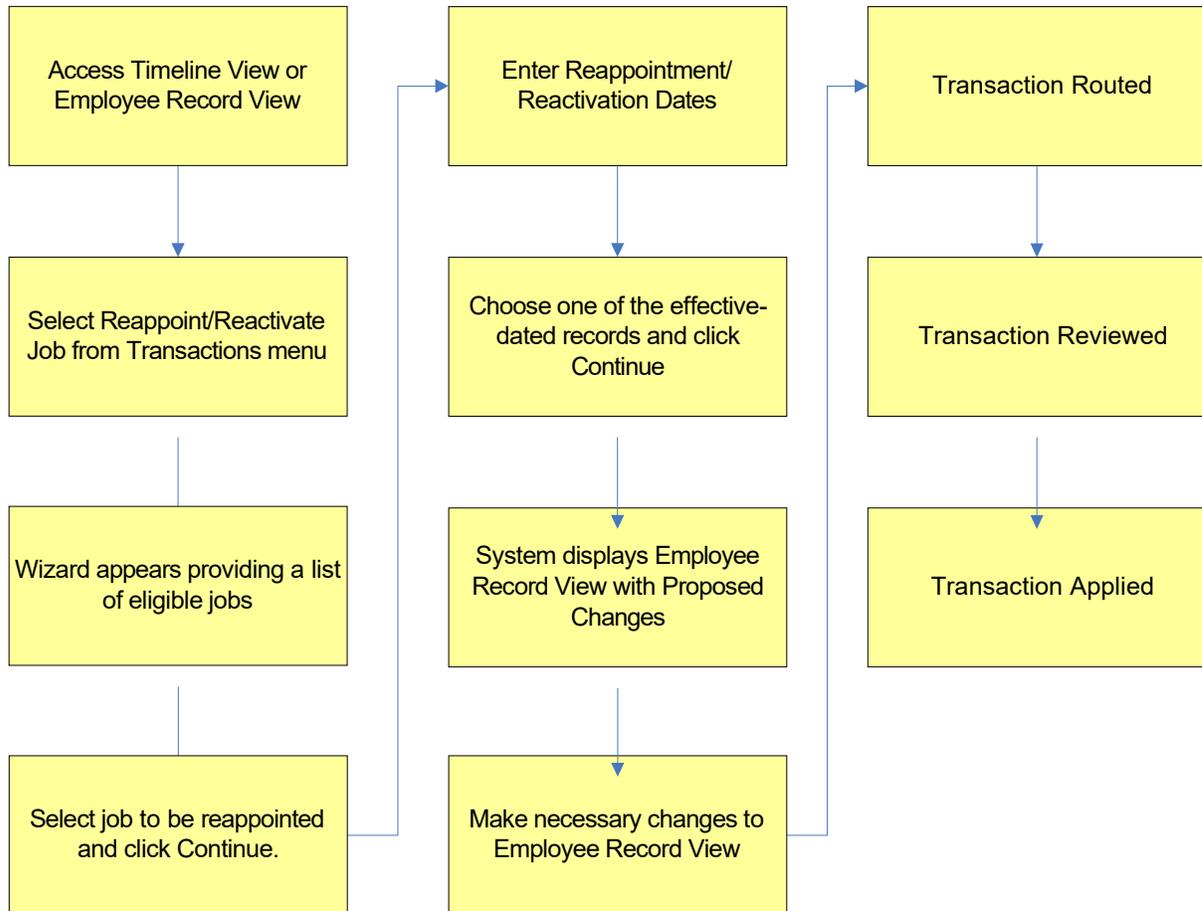
The transaction is now ready to be routed and applied to Banner.



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.

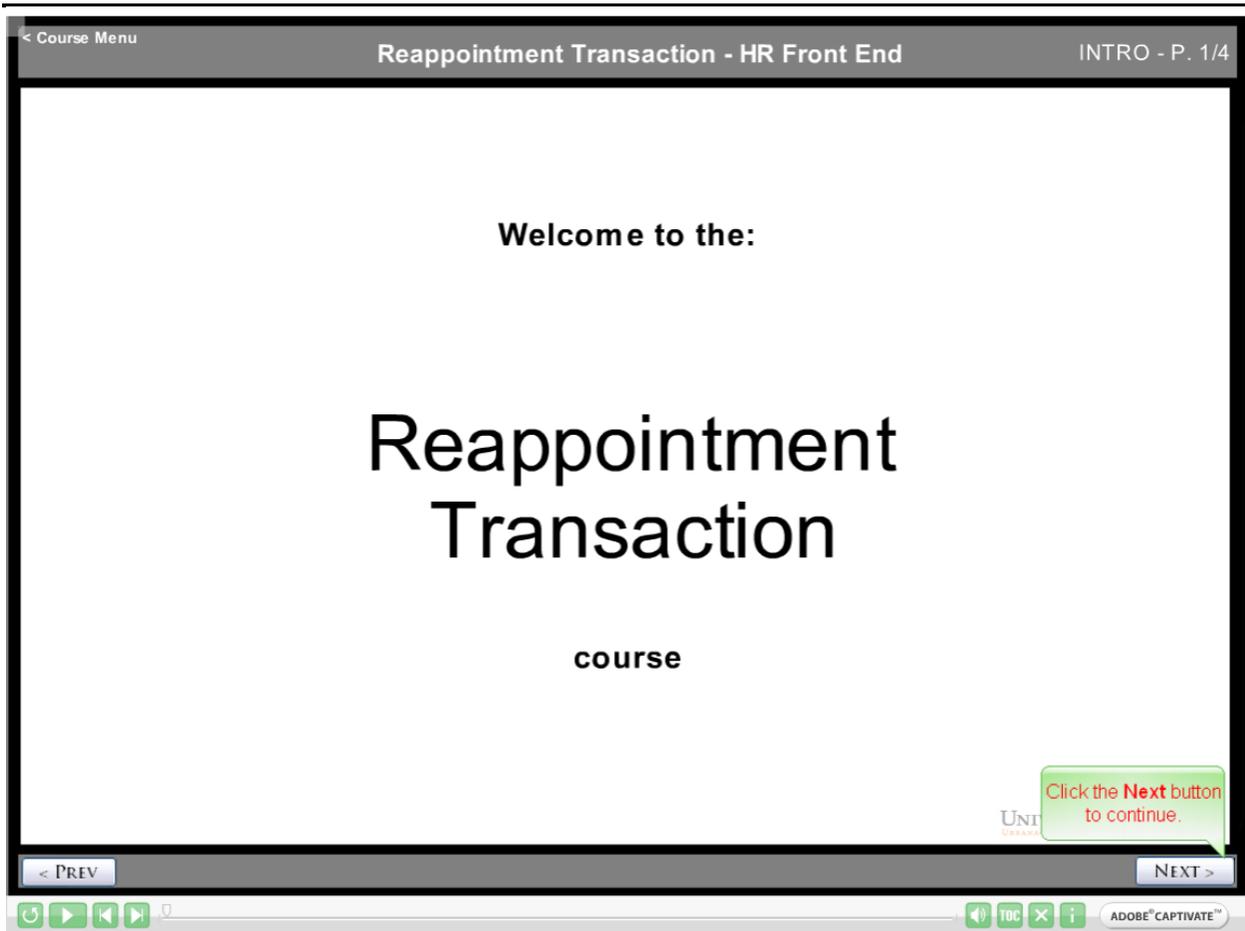
Appendix A – Reappointment Process Flow

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.

UNIVERSITY OF
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< 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.

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Click the **Next** button to continue.

< PREV

NEXT >

⏪ ⏩ ⏴ ⏵ 🔊 🔇 ⌂ ⓘ ADOBE® CAPTIVATE™

< Course Menu

Reappointment Transaction - HR Front End

CH.1 - P. 1/6

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.

< PREV

NEXT >

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< Course Menu Reappointment Transaction - HR Front End CH.1 - P. 2/6

Reappointment Wizard - Button Functionality

BUTTON	FUNCTIONALITY
Apply	The Apply feature completes the transaction and applies the data to Banner. The User must have Apply permissions for this button to be active
Close	The Close button enables the user to exit the transaction.
Continue	The Continue button is used to proceed through the screens of a Wizard
Delete Transaction	The Delete Transaction button is used to delete a transaction from the system.
Print Friendly View	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.
Route	The Route feature sends the transaction on to the next stop in the predetermined routing for the transaction.
Save	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)
Send To	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.

UNIVERSITY OF
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< PREV NEXT >

⏮ ⏪ ⏩ ⏭ 🔊 TOC X ⓘ 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.

< PREV

NEXT >

⏮ ⏪ ⏩ ⏭ 🔊 TOC ✕ ⓘ ADOBE CAPTIVATE™

< 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 >

⏮ ⏪ ⏩ ⏭ 🔊 TOC ✕ ⓘ ADOBE® CAPTIVATE™

< 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.

< PREV

NEXT >

⏮ ⏪ ⏩ ⏭ 🔊 🔇 🔍 ⓧ ⓘ ADOBE CAPTIVATE™

< 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 >

⏮ ⏪ ⏩ ⏭ 🔊 TOC ✕ ⓘ ADOBE® CAPTIVATE™

< 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 >

U ILS

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< Course Menu Reappointment Transaction - HR Front End CH.2 - P. 2/5

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 B Salary: \$17,055.00

Full View:No Transaction:ReadOnly:BioDemoAccess:JobAccess=[U78897-SM, U69824-00, U5] Limited ERV Timeline View

DATE: 12/17/2009 View

GENERAL INFO BIO / DEMO MEMOS ATTACHMENTS AUDIT TRAIL

EMPLOYEE GENERAL INFORMATION

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

JOBS

U69824-00: GRAD RES ASST ECLS: GA TS ORG: 1-244002 TYPE: P FTE: 0.500 MTHLY: \$1,850.00 009 STATUS: A

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

Print Friendly View Expand All

Print Friendly View

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 >

ADOBE CAPTIVATE™

< 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.

< PREV
NEXT >

ADOBE CAPTIVATE™

< Course Menu Reappointment Transaction - HR Front End CH.2 - P. 4/5

Reappoint/Reactivate Job Wizard HELP LOGOUT

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: * <input style="width: 80%;" type="text"/>	REAPPOINTMENT REACTIVATION END DATE: † <input style="width: 80%;" type="text"/>
--	--

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

† 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

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™

< 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 >

⏮ ⏪ ⏩ ⏭ 🔊 TOC ✕ ⓘ ADOBE® CAPTIVATE™

< 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 >

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

Employee Record View ADMIN TOOLS ▾ ? HELP LOGOUT

Doe, John 651234567 5.00 Total Salary: \$17,055.00

Full View: Transaction (9809 U50040.00), Stop: ORG:Defa oAccess:JobAccess=[U78897.SM, U69824.00,

DATE: 1/1/2010 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,	BEA

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

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< PREV NEXT >

The **Proposed Changes** accordion summarizes all the changes proposed on this transaction. If there are multiple components for the transaction, click the **View** link to the left of the Reappointment component. Click the **Wizard** link to make changes in the 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. The reappointed job appears in green denoting that the information is system generated.

Click the accordion bar to view the **Job Detail** for the reappointed job.

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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

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

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: 19.097842 MONTHLY: \$1,655.21 ANNUAL: \$14,896.89 JOB STATUS: A - Active

JOB CHANGE REASON: RADD1 - 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 ACCRUE LEAVE: Y - Yes

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

PROBATIONARY: PROB PERIOD: BEGIN DATE: END DATE: INCREASE MMDD: ANNIV DATE:

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 >

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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 (sandrsn):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

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	<input type="button" value="Delete"/>

DEMO MEMOS ATTACHMENTS AUDIT TRAIL

JOB

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

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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).

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) JobAccess=[U78897-SM, U69824-00,

DATE: 1/1/2010 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: \$1,855.21 BEGIN: 8/16/2005 END: 5/15/2010 STATUS: A

[Take Own](#)

< PREV NEXT >

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

Click the **Next** button to continue.

< 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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< 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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