
REAPPOINTING A CIVIL SERVICE EXEMPT EMPLOYEE

What needs to be done when reappointing a Civil Service exempt job for an employee working on a VISA?

After 8/22/2021, when reappointing a job for an exempt Civil Service employee with a job e-class of CC, CD, CE, CF, CJ, or CK, the HRFE user will need to remember to update the Time Entry Method to "Payroll" as the Reappointment transaction defaults with the data from when this job was last active. These should be rare instances, for employees who are here working on a VISA, and will only be needed the first time the employee is reappointed.