

Overview of the Electronic Appointment Process

FAQ's

(Updated 1/20/2009)

- Q. I started a Search Request or an Appoint Request and it is In Progress (IP), but I need to change some of the information. What do I do?
- A. If the information can be changed, the user can make the change in a Search Request or an Appoint Request **until** the next approver has acted. (If there is not a submit button on the module, then you cannot make a change in the data.) If the next approver has acted, you can contact someone up the chain who has not yet approved and ask them to make the changes. OR you can cancel the request and start new.
- Q. I appointed an individual, and the Appoint Request has been approved by all. The individual has not started to work. The individual notified me that they will not be taking the position. What do I do?
- A. The answer depends on the type of appointment.

Graduate Assistant:

- a. If the Appoint Request is still on the Power Grid, cancel the Appoint Request for the individual who will not be taking the position. When you have selected a replacement, initiate a new Appoint Request for the new individual. You do not need to cancel the Search Request for the position.
- b. If the Appoint Request is not on the Power Grid, you need to notify the Graduate Office and HRS.

Unclassified:

- a. If the Appoint Request is still on the Power Grid, cancel the Appoint Request for the individual who will not be taking the position. When you have selected a replacement, initiate a new Appoint Request for the new individual. You do not need to cancel the Search Request for the position.
- b. If the Appoint Request is not on the Power Grid, you need to notify the President's Office and Human Resource Services. If the individual has returned an appointment letter, he/she also needs to send a letter to the department stating that they are declining the appointment. The department routes the letter through the approval chain (Chair/Director to Dean to Vice President to President).

- Q. I have appointed an individual in the electronic appointment process and they have started work. Now, we need to change funding unit. What do I do?
- A. The electronic appointment process is not yet designed to process funding changes to pay the salary from a different unit. You will need to send a memo to HRS/Budget to change the funding unit..
- Q. I need to extend an appointment. What do I do?
- A. You will need to go through Step 2 - Search Request and Step 3 - Appoint Request.
- Q. I am starting an Appoint Request, and the default Appointment Length is "Academic Year YY-YY." I just learned that the individual will only work the fall semester only. Do I change the Appointment Length to "Fall" in the Appoint Request, or do I leave it as "Academic Year"?
- A. The answer depends on the Appointment Type of the position.

If the Appointment Type is CN or TM:

Change the Appointment Length in the Appoint Request to "Fall Semester YYYY." The system will change the Appointment Start and End Dates for the new term. You will need to enter the new salary in the "Total Salary for the Position" and in the funding salary.

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If the Appointment Type is CT:

Leave the Appointment Length as "Academic Year YY-YY." Change the Appointment Start and End Dates for the new term. Make any other changes needed (e.g. Tenure Earning = "No").

- Q. How do I process an Extra Duty Compensation (EDC) payment in the Electronic Appointment Process?
 - A. The Electronic Appointment Process is not ready for EDC's. Continue to request an EDC payment on the EDC form. (Use the EDC form to pay benefits-eligible, exempt employees for duties performed in addition to their regular job. Contact HRS/Budget for assistance.

- Q. I appointed an individual to an unclassified position to teach one class this semester. Now, the individual will teach another class. How do I pay this individual for the second class?
 - A. It depends on where the original Appoint Request is in the approval process. Read the FAQ for the "Amended Request" field for details.