

Tips on Selecting the Appointment Length and Appointment Start and End Dates in Unclassified Search and Appoint Requests

(July 8, 2009)

Users must select an Appointment Length when completing an Unclassified Search and Appoint Request. The request module has a drop down box with specific terms – e.g. Academic Year 2009-2010, Fall 2009, Spring 2010, Summer Session #1 2009, Summer Session #2 2009, Fiscal Year 2010 and Other. When the user selects any Appointment Length except Other, the Electronic Appointment Process pulls dates into the request module. The dates are in tables in the system. Generally, the user will not change these dates; however, there are situations when the dates should be changed. The following will help users select the correct Appointment Length and know when to change the dates that are pulled from the tables.

Appointment Length in the Unclassified Search and Appoint Request

When the user selects any Appointment Length except Other in a Search Request or Appoint Request, the Electronic Appointment Process pulls dates into the request module. The dates are in tables in the system. The dates in the table are the approved start and end dates for appointments that fit the selected Appointment Length. In a Search Request, the Estimated Date Employee in the New Position Would Start is pulled from the table. In the Appoint Request, the Appointment Start Date is pulled from Search Request's Estimated Date Employee in the New Position Would Start. The Appointment End Date is pulled from the table.

The reason why the system pulls these dates is to make it easy for the user. For the majority of appointments – especially academic appointments – the approved start and end dates are used for every appointment action. The user does not need to remember the exact start and end date of each semester, academic year or fiscal year. The system will take care of that. If the user selects the correct Appointment Length, the process should go smoothly.

Note that the system will allow the user to change these dates if needed.

Generally, a **Fiscal Year Appointment** starts on the first day of the pay period in the new fiscal year in June and continues for 12 months (26 pay periods) through the last pay period of the following June. When the Appointment Length is Fiscal Year in the Search Request, the system will pull the first day of the pay period in the new fiscal year in the Estimated Date Employee in New Position Would Start. This date is a SUNDAY and is appropriate for an employee who is "returning" (e.g. the employee is either being reappointed on the same position or is being appointed to a new 12-month position). The user does NOT change the Estimated Date Employee in New Position Would Start for a returning employee. The user would change the date, however, for an individual who is new to PSU. The user would change the date to the date the new employee would physically start work at PSU.

Generally, **Academic Year, Fall, Spring or Summer Appointments** start on the dates approved by the Provost and continue through the end of the semester. The approved dates apply whether the appointee is new to PSU or is a returning employee. The dates should be changed only if the appointee will start late (e.g. after the first classes have been held). The dates that pull into the Search Request and Appoint Request when the specific academic term are selected should not be changed, even if the employee will hold his/her first class on a different date.

PLEASE CONTACT YOUR DEAN'S OFFICE OR BUDGET IF HAVE QUESTIONS ABOUT CHANGING THE TABLE DATES IN A SEARCH REQUEST OR APPOINT REQUEST.

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The **Other Appointment Length** is used when the Appointment End Date does NOT fit a regular Appointment Term. It is most commonly used for grant-funded appointments. It will also be used to appoint for the intersession.

Fiscal Year Appointment Examples

Example #1: Your department is hiring a Chair. Chairs have 12 month, fiscal year appointments. The user starts the Search Request in March, 2009 and selects Fiscal Year 2010 as the Appointment Length. The system pulls 6/14/2009 from the table in the Estimated Date New Employee in the Position Would Start. The user leaves this date even though it is a Sunday because the individual has not yet been selected, and the department does not know when they will physically start work. The department does the search and selects a current faculty member. The user starts the Appoint Request to appoint the faculty member to the Chair position. The system pulls 6/14/2009 as the Appointment Start Date. It also pulls the Appointment End Date of 6/12/2010 from the table. The user leaves both dates as is, and does not change the Appointment Start Date from the Sunday because the appointee is a “returning” employee.

Example #2: Your division is hiring a new Director. Directors have 12 month, fiscal year appointments. The user starts the Search Request in March, 2009 and selects Fiscal Year 2010 as the Appointment Length. The system pulls 6/14/2009 from the table in the Estimated Date New Employee in the Position Would Start. This date is a Sunday. The user leaves this date even though it is a Sunday because the individual has not yet been selected, and the department does not know when they will physically start work. The department does the search and selects an individual who is new to PSU. The individual will physically start work on Monday, June 15, 2009. The user starts the Appoint Request to appoint the individual to the Director position. The system pulls 6/14/2009 as the Appointment Start Date. It also pulls the Appointment End Date of 6/12/2010 from the table. The user changes the Appointment Start Date from 6/14/2009 to 6/15/2009. The Appointment End Date is not changed.

Example #3: Your department is hiring a Chair. Chairs have 12 month, fiscal year appointments. The user starts the Search Request in March, 2009 and selects Fiscal Year 2010 as the Appointment Length. The system pulls 6/14/2009 from the table in the Estimated Date New Employee in the Position Would Start. This date is a Sunday. The user leaves this date even though it is a Sunday because the individual has not yet been selected, and the department does not know when they will physically start work. The department does the search and selects an individual who is new to PSU. The individual will physically start work on Monday, July 13, 2009. The user starts the Appoint Request to appoint the individual to the Director position. The system pulls 6/14/2009 as the Appointment Start Date. It also pulls the Appointment End Date of 6/12/2010 from the table. The user changes the Appointment Start Date from 7/13/2009 to 6/15/2009. The Appointment End Date is not changed.

Academic Term Appointment Examples

Example #1: Your department is hiring a new lecturer for Fall, 2009. The individual's first day of classes will be on Tuesday, August 25, 2009. The user starts the Search Request and selects Fall 2009 for the Appointment Length. The system pulls 8/18/2009 from the table in the Estimated Date New Employee in the Position Would Start field. The user leaves this date even though the individual's first class will be held on 8/25/2009. When the user starts the Appoint Request, the system will keep 8/18/2009 as the Appointment Start Date. It will also pull the Appointment End Date of 12/18/2009 from the table. The user leaves both dates as is.

Example #2: Your department is hiring a new lecturer to start in the middle of the Fall, 2009 semester for a faculty member who is unable to finish his/her classes. You anticipate that the new employee will start October 19, 2009. The user starts the Search Request and selects Fall 2009 for the Appointment Length. The system pulls the date 8/18/2009 from the table in the Estimated Date New Employee in the Position Would Start. The user changes this date to 10/19/2009. When the user starts the Appoint Request, the system will keep 10/19/2009 as the Appointment Start Date. It will also pull the Appointment End Date of 12/18/2009 from the table. The user leaves both dates as is. NOTE: The user would change the Appointment Start Date in the Appoint Request if the individual would start later than 10/19/2009.