

Mass Reappointment Instructions – HR Approver

The Mass Reappointment process in the Human Capital Management (HCM) system allows Preparers to select and process a single employee or multiple employees to be reappointed at the same time (instead of individually). The Workflow has been reorganized and is now Preparer>Approver>HCM Unit. Transactions entered by department Preparers are routed through the system to the department Approver. The Approver is able to review, approve, and submit Reappointment requests directly to the HCM Unit for processing, or deny requests electronically and route them back to the Preparer to re-enter and resubmit. Approvals by the department Approver are still handled individually in order to ensure accurate review of HCM reappointment actions. The department Approver now receives an email notification that the Reappointment transaction is awaiting his or her approval.

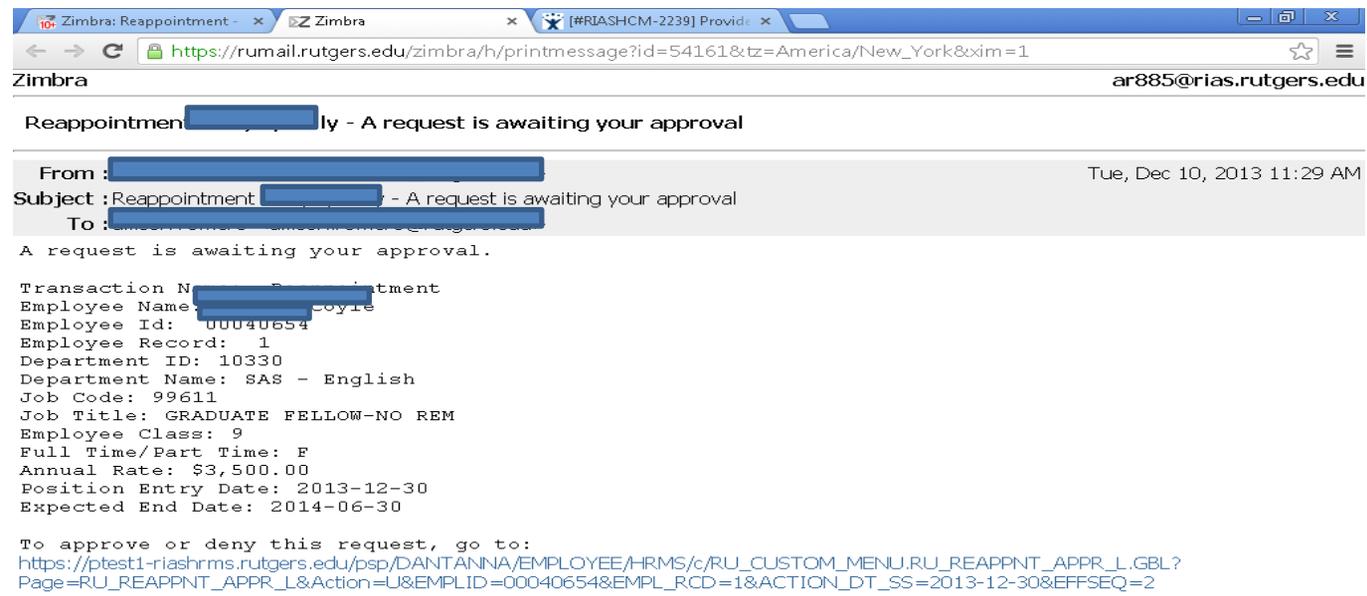


Figure 1

Mass Reappointment Instructions – HR Approver

STEP-BY-STEP INSTRUCTIONS:

Navigation:

Use the link provided in the email or navigate to: **Manager Self Service>Job and Personal Information>Approve Reappointment**

Step 1

- **Approve Reappointment Page** – will display a list of all reappointment requests that need to be reviewed and approved. The Work Flow Status will reflect – **In Approval Process**
- (Double) Click on the **Employee Name**

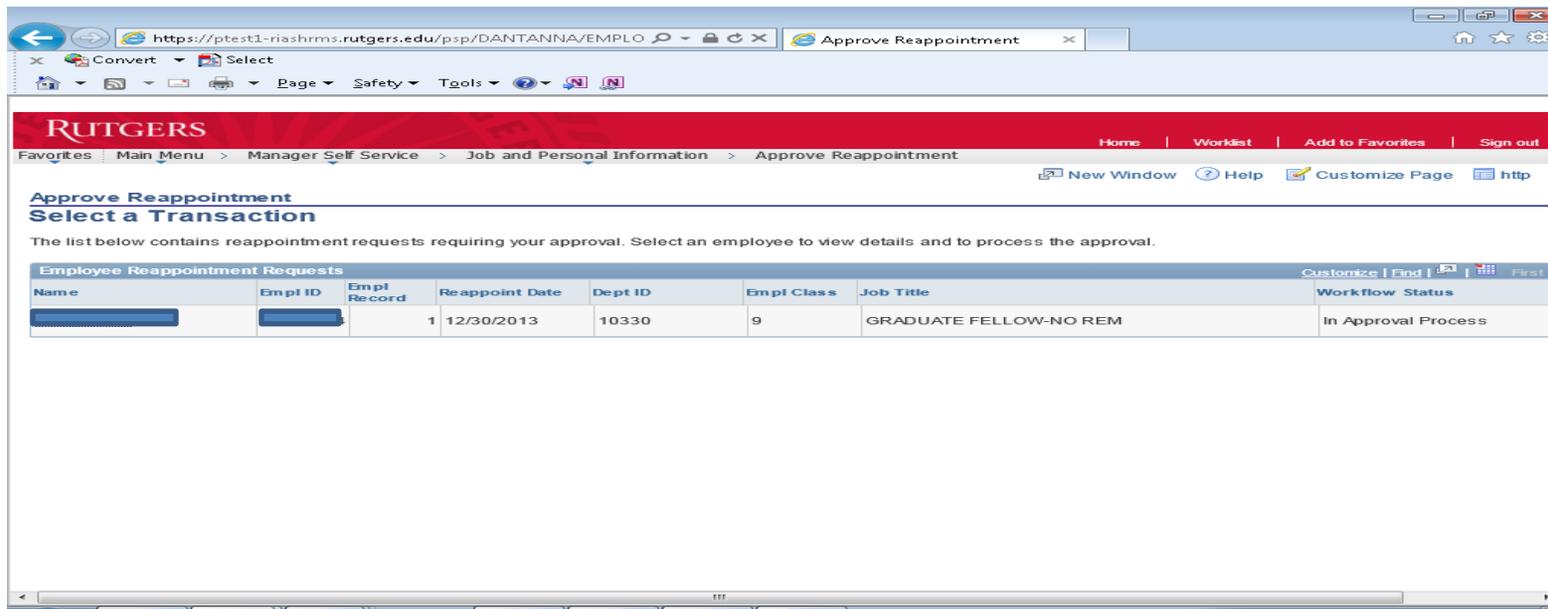


Figure 2

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Step 2

- **Reappointment Details Page** – review the requested data entries and ensure the attached Reappointment Letter contains the required information
- Click – **Approve** (bottom of page, left tab)

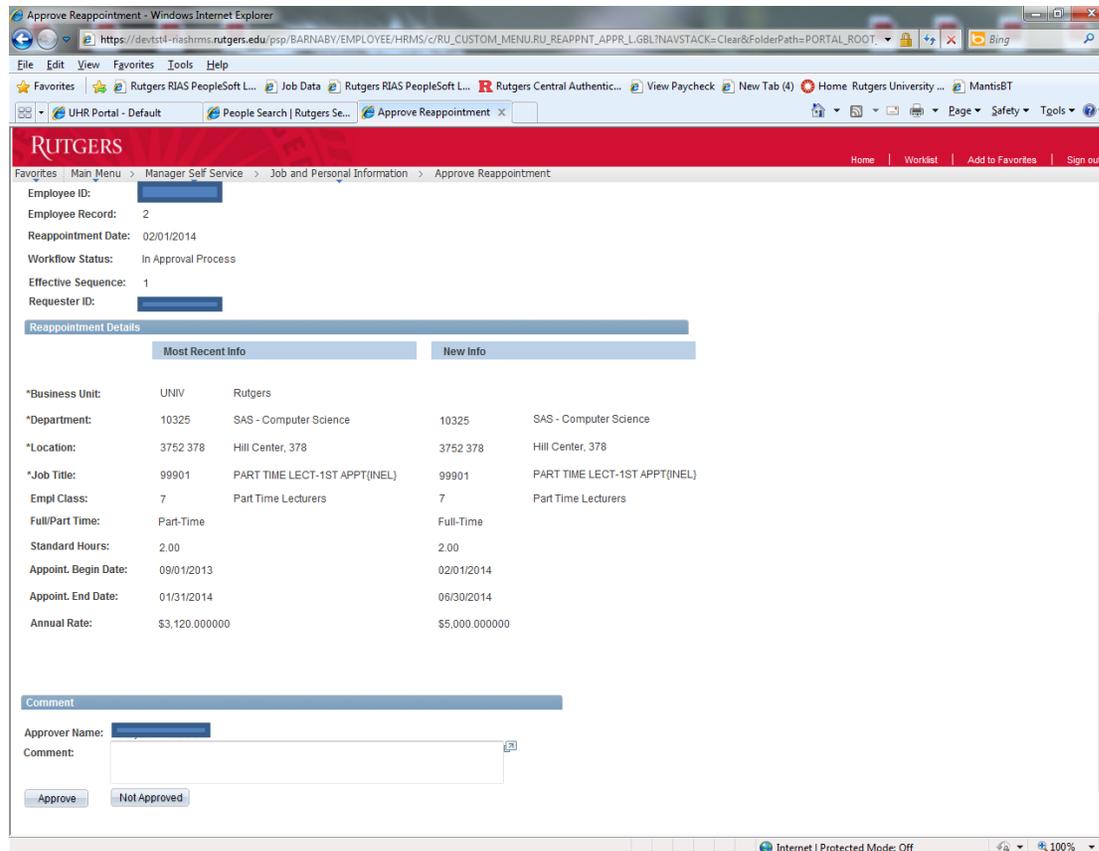


Figure 3

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Step 3

Approve Reappointment Page – after the Reappointment is approved, you will receive a **Submit Confirmation** page

- Click – OK

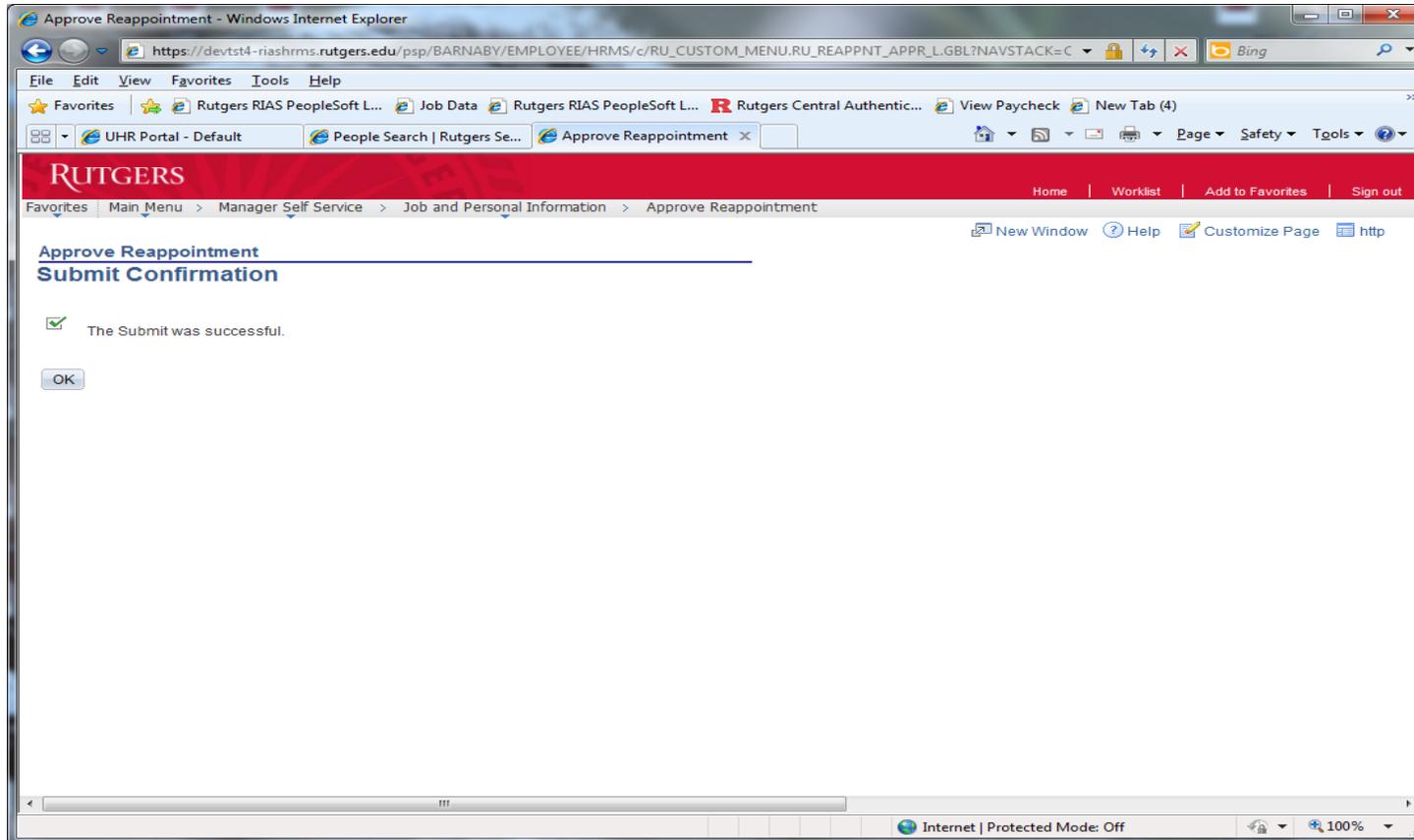


Figure 4

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If the transaction is incorrect and needs to be sent back to the Preparer:

- Follow **Step 1** – Click on the **Employee Name** to bring you to the **Approve Reappointment Page**
- In the **Comments Field** – explain why the transaction could not be approved. This is required.
- Click the **Not Approved** Button (bottom of page, right tab)
- **Step 3** – The same **Approve Reappointment Page** (figure 4) appears – even though the actions is Not Approved, Click the **OK** button

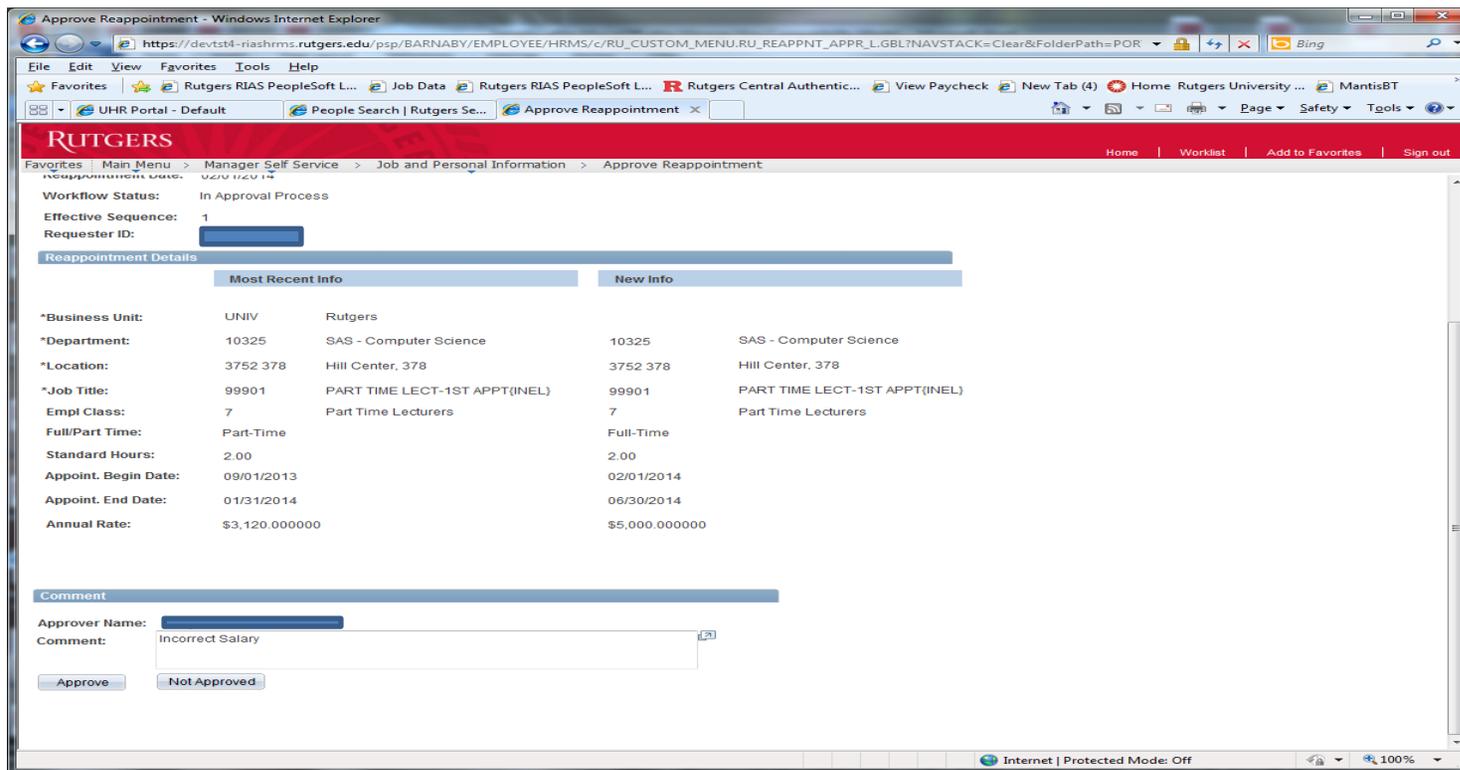


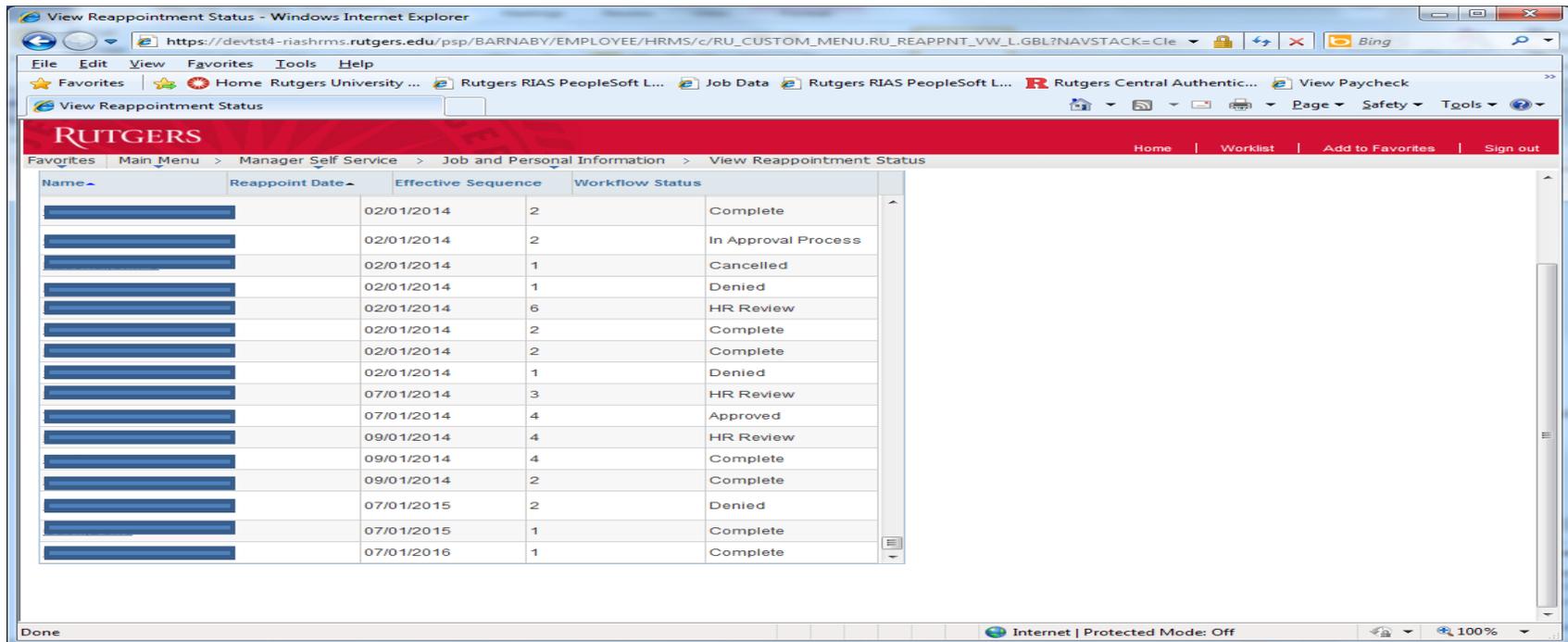
Figure 5

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View Reappointment Status

Main Menu>Manager Self Service>Job and Personal Information>View Reappointment Status

This page allows the department Approver to see transactions that have been reviewed. Transactions waiting for the department Approver will have the status of **“In Approval Process”**; for actions routed to the HCM Unit, the status will state **“HR Review”**; for transactions that were Not Approved by the department Approver, the status will reflect **“Denied”**; for transactions that could not be processed by HCM, the status will be **“Cancelled”**; and for actions that have been processed by the HCM Unit will read **“Complete.”**



Name	Reappoint Date	Effective Sequence	Workflow Status
	02/01/2014	2	Complete
	02/01/2014	2	In Approval Process
	02/01/2014	1	Cancelled
	02/01/2014	1	Denied
	02/01/2014	6	HR Review
	02/01/2014	2	Complete
	02/01/2014	2	Complete
	02/01/2014	1	Denied
	07/01/2014	3	HR Review
	07/01/2014	4	Approved
	09/01/2014	4	HR Review
	09/01/2014	4	Complete
	09/01/2014	2	Complete
	07/01/2015	2	Denied
	07/01/2015	1	Complete
	07/01/2016	1	Complete

Figure 6