

MASS REAPPOINTMENT INSTRUCTIONS – HR PREPARER

Mass Reappointments in the HCM system allows Preparers to select and process multiple employees to be reappointed at the same time (instead of individually). In addition, the Workflow has been reorganized; transactions entered by department Preparers will be routed through the system to the department Approver. The Approver will be able to review, approve, and submit Reappointment requests directly to the HCM Unit for processing, or return the request(s) electronically to Preparers to resubmit.

GROUNDWORK:

Prior to submitting a Reappointment transaction in the system, Preparers should:

- A. Ensure the End Date of the previous appointment and the Start Date of the new appointment do not overlap.
- B. Old appointment and new appointment are in the same employee class.
- C. Have a signed Reappointment Letter on the department's letterhead that contains:
 - Appointment Start and End Date
 - Job Code and Job Title
 - Compensation amount
 - Short description of duties
 - Hiring Authority's and Employee's signatures

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STEP-BY-STEP INSTRUCTIONS:

Navigation:

Manager Self Service> Job and Personal Information> Request Reappointment

Step 1

- Select an **Effective Date** that most will need to be reappointed. The date will transfer over to the Reappointment Details page – if for example you are reappointing 10 employees and 2 have different effective dates, the Reappointment Detail page will be populated with the date entered; however, the system allows adjustments to be made to the **Date Field** to accommodate date changes.
- **Department ID** – this field is optional. HCM Preparers that manage several Dept. ID's within the same Department/Division can enter the Dept. ID number in this field. If a Dept. ID number is not entered, the system will select all eligible employee classes that can be reappointed, under the HCM Preparer's responsibility.
- **Click Continue**

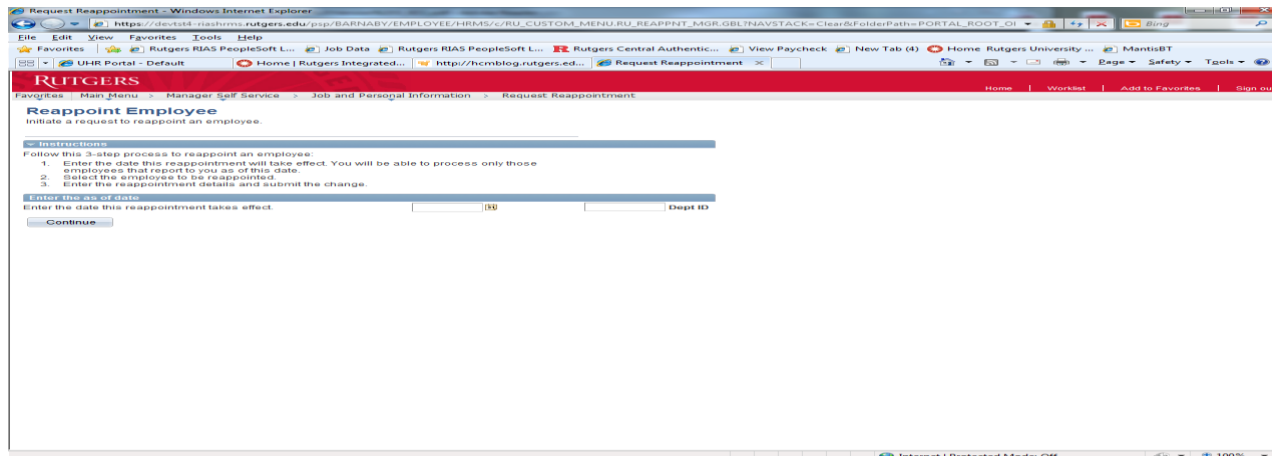


Figure 1

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Reappoint Employee Page – This page will list only those employees that can be reappointed.

Step 2

- To **Select** employees to be reappointed, **Click** the box next to the employee's name (first column on left)
- **Click Continue** (top, left tab)

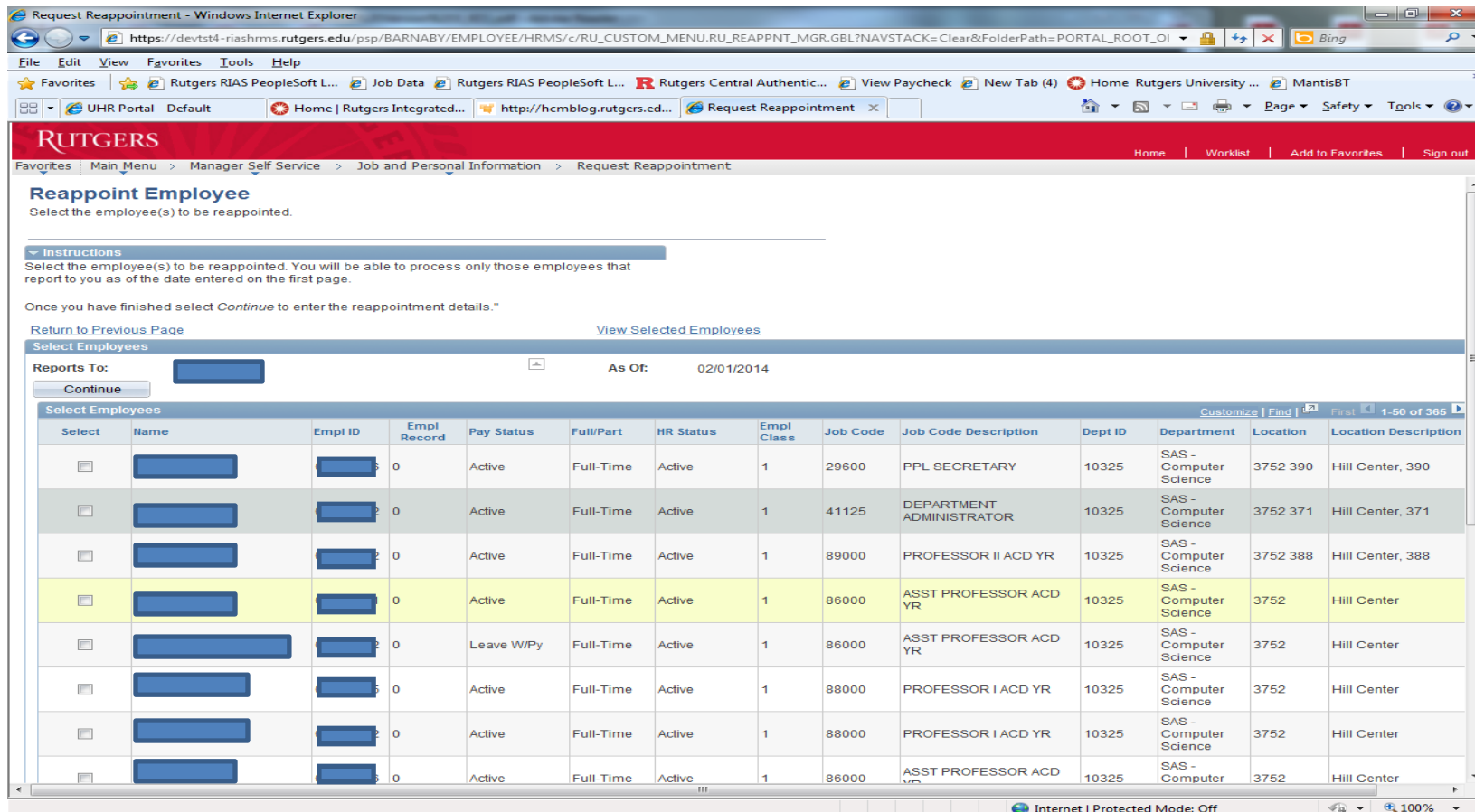


Figure 2

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Reappointment Detail Page – List the employees **Selected** from the previous page to be reappointed. Some information is defaulted from the employee's Job Data Record, while some data needs to be completed.

Step 3

- Review the **Reappoint Effective Date** – defaulted from the first page. Adjust if necessary.
- Enter – the new **Reappoint End Date**
- **Reappoint Job Code** – defaulted. Adjust (within same employee class) if necessary.
- **New Standard Hours** – defaulted. Adjustments can be made to this field.
(Standard Hours/Credit for a Class 7 (PTL) is between 1-15. If the PTL does not have Credits associated with their position, enter 1.0)
- Enter – the new Annual Salary Rate
- **Location Code** – defaulted. If employee is changing their Location Code, adjustments can be made on this page.
(Figure 3)

Step 4

- Click on **Job Attachment** (last column on the right)
- Click on **Add Attachment**
- Click **Browse** – to search for the (Reappointment) documentation to attach – Click **Open** to add the document to be attached
- Click **Upload** – to attach document(s)
- The **Attachment Type** is automatically populated to reflect **Reappointment**
- Click – **OK**
- Once the Reappointment Letter is attached, the system will automatically check the **Job Attach?** Box (second to last column on the right).
(Figure 4)

***Note – A Reappointment Letter must be attached for requests to be submitted for review**

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Request Reappointment - Windows Internet Explorer

https://devst4-riashrms.rutgers.edu/psp/BARNABY/EMPLOYEE/HRMS/c/RU_CUSTOM_MENU.RU_REAPPNT_MGR.GBL?NAVSTACK=Cle...

File Edit View Favorites Tools Help

UHR Portal - Default Request Reappointment

RUTGERS

Reappointment Details

Enter the reappointment details below for the chosen employee(s).
Select Submit once you have entered the reappointment information.

Remove	Name	Emp ID	Emp Record	Reappoint Effective Date	Reappoint End Date	Old Org. CIMA	New Org. CIMA	Reappoint Job Code	Title	Old Std. Hrs.	New Std. Hrs.	Full/Part Time	Old Annual Rate	New Annual Rate	Old Location Code	New Location Code	Description	Job Attach?	Job Attachments
<input type="checkbox"/>	[REDACTED]	[REDACTED]	0	08/01/2014	08/30/2015	6	6	99752	GRADUATE ASST ACD YR	15.00	15.00	Full-Time	\$27,426.000000	28000.000000	3752	3752	HR Center	<input type="checkbox"/>	Job Attachments
<input type="checkbox"/>	[REDACTED]	[REDACTED]	0	08/01/2014	08/30/2015	1	1	85000	INSTRUCTOR ACD YR	37.50	37.50	Full-Time	\$71,530.000000	80000.000000	3752 356	3752 356	HR Center, 356	<input type="checkbox"/>	Job Attachments
<input type="checkbox"/>	[REDACTED]	[REDACTED]	2	02/01/2014	08/30/2014	7	7	99901	PART TIME LECT-1ST APPT (INCL)	2.00	3.00	Part-Time	\$3,120.000000	4800.000000	3752	3752	HR Center	<input type="checkbox"/>	Job Attachments

Submit Remove

* Required Field

[Return to Select Employees](#)

Internet | Protected Mode: Off 55%

Figure 2

MASS REAPPOINTMENT INSTRUCTIONS – HR PREPARER

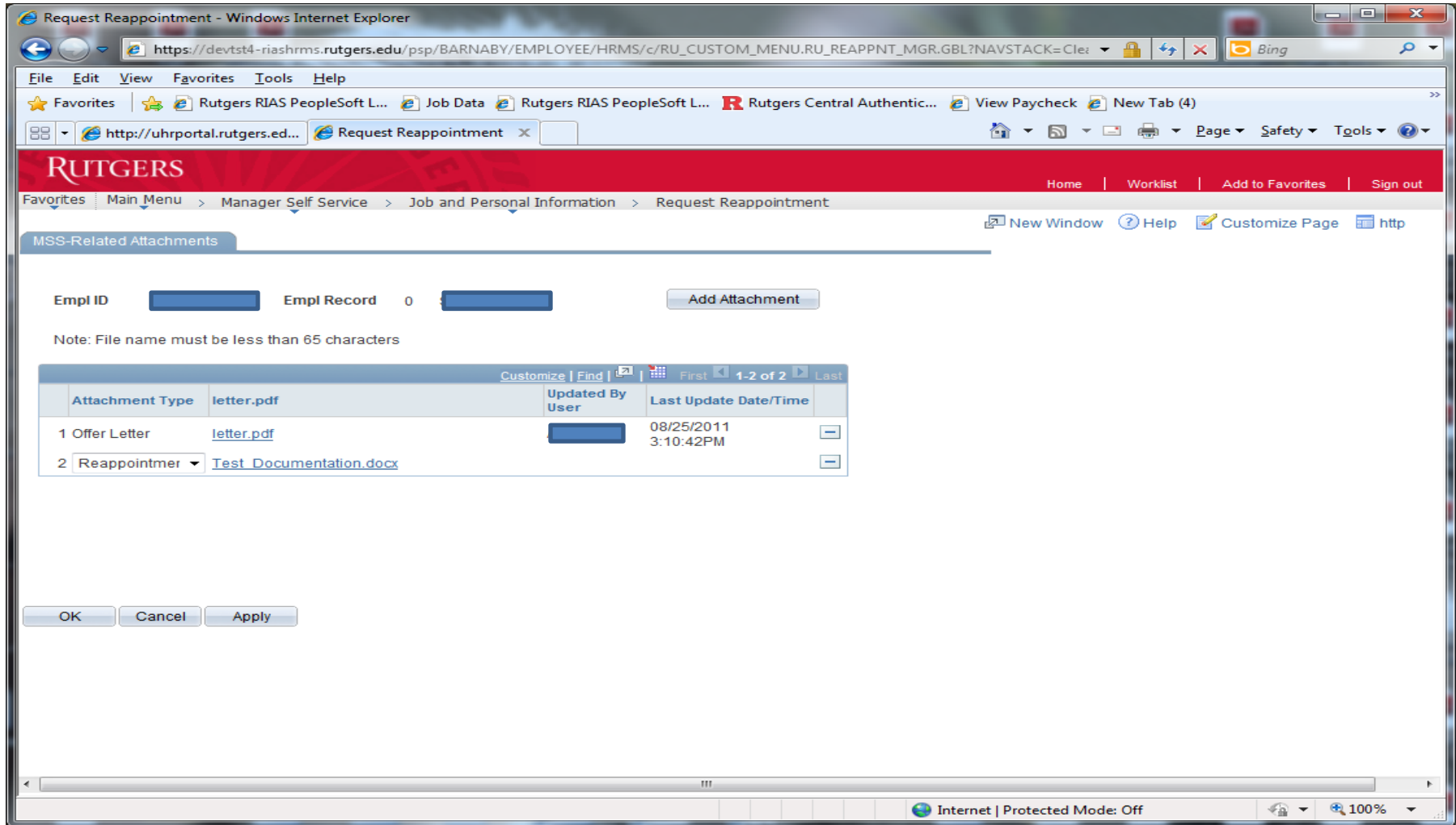


Figure 3

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Step 5

- Click on the **Submit** button, (bottom left tab) to submit Reappointment Requests for Approver review.

Messages have been added to help ensure the data entered is accurate. Some examples are: start and end dates are required, end date cannot be before the start date, new annual rate required for the employee, and reappointment cannot overlap with an existing appointment. If you receive a message Click, the **OK** button; which will allow you to fix the information indicated in the message.

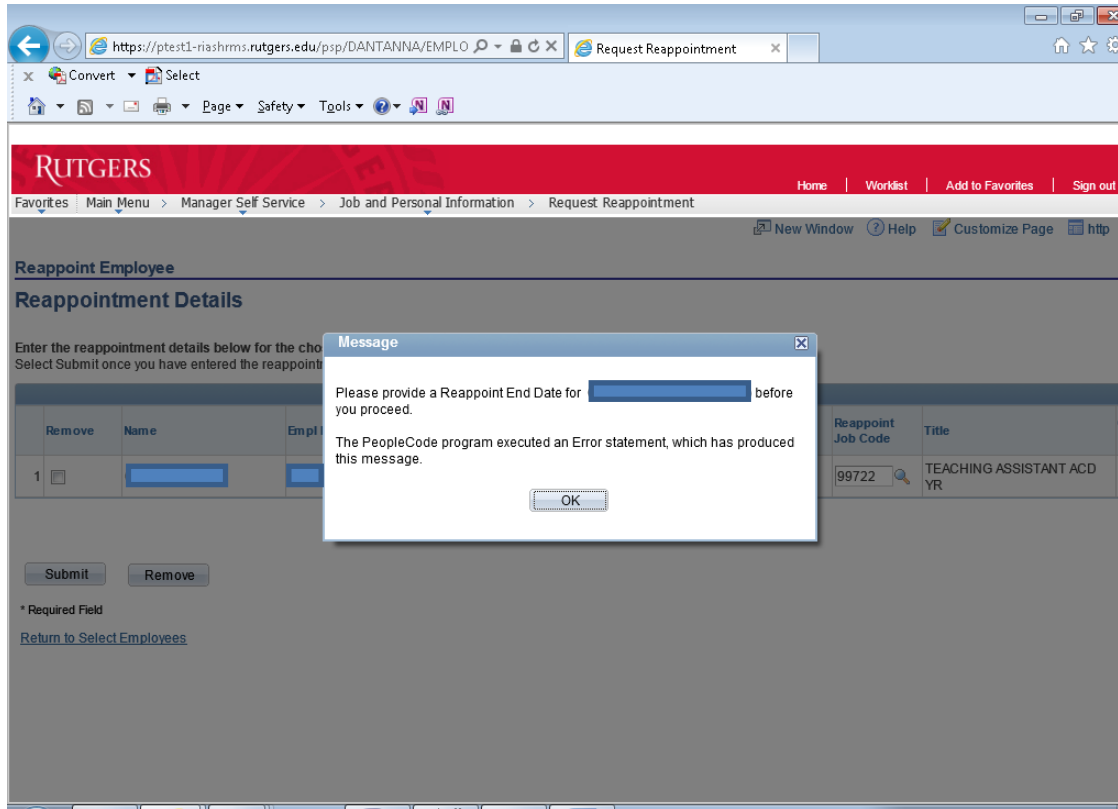


Figure 5

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If an employee was **Selected** in error or if a message appears that cannot be corrected, the employee can be removed by checking the **Remove Box**. Only the individual(s) you select will be removed.

- Check the **Remove Box** next to the employee's name
- Click the **Remove Button** at the bottom of page
- Repeat **Step 5** – Click the **Submit** button to submit the remaining Reappointment Requests for Approver review

Request Reappointment - Windows Internet Explorer

https://devtst4-riashrms.rutgers.edu/psp/BARNABY/EMPLOYEE/HRMS/c/RU_CUSTOM_MENU_RU_REAPPNT_MGR.GBL?NAVSTACK=Cler

File Edit View Favorites Tools Help

UHR Portal - Default Request Reappointment

RUTGERS Home Worklist Add to Favorites Sign out

Favorites Main Menu > Manager Self Service > Job and Personal Information > Request Reappointment

New Window Help Customize Page http

Reappoint Employee

Reappointment Details

Enter the reappointment details below for the chosen employee(s).
Select Submit once you have entered the reappointment information.

Remove	Name	Empl ID	Empl Record	Reappoint Effective Date	Reappoint End Date	Old Empl Class	New Empl Class	Reappoint Job Code	Title	Old Std Hrs	New S Hrs
1 <input checked="" type="checkbox"/>			0	02/01/2014	06/30/2014	7	7	99902	PART TIME LECTURER	2.00	3

* Required Field

[Return to Select Employees](#)

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Figure 6

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If a transaction is **Not Approved** by the Approver, the Preparer will receive an email notification. The email will contain comments from the Approver as to why the transaction was not approved.

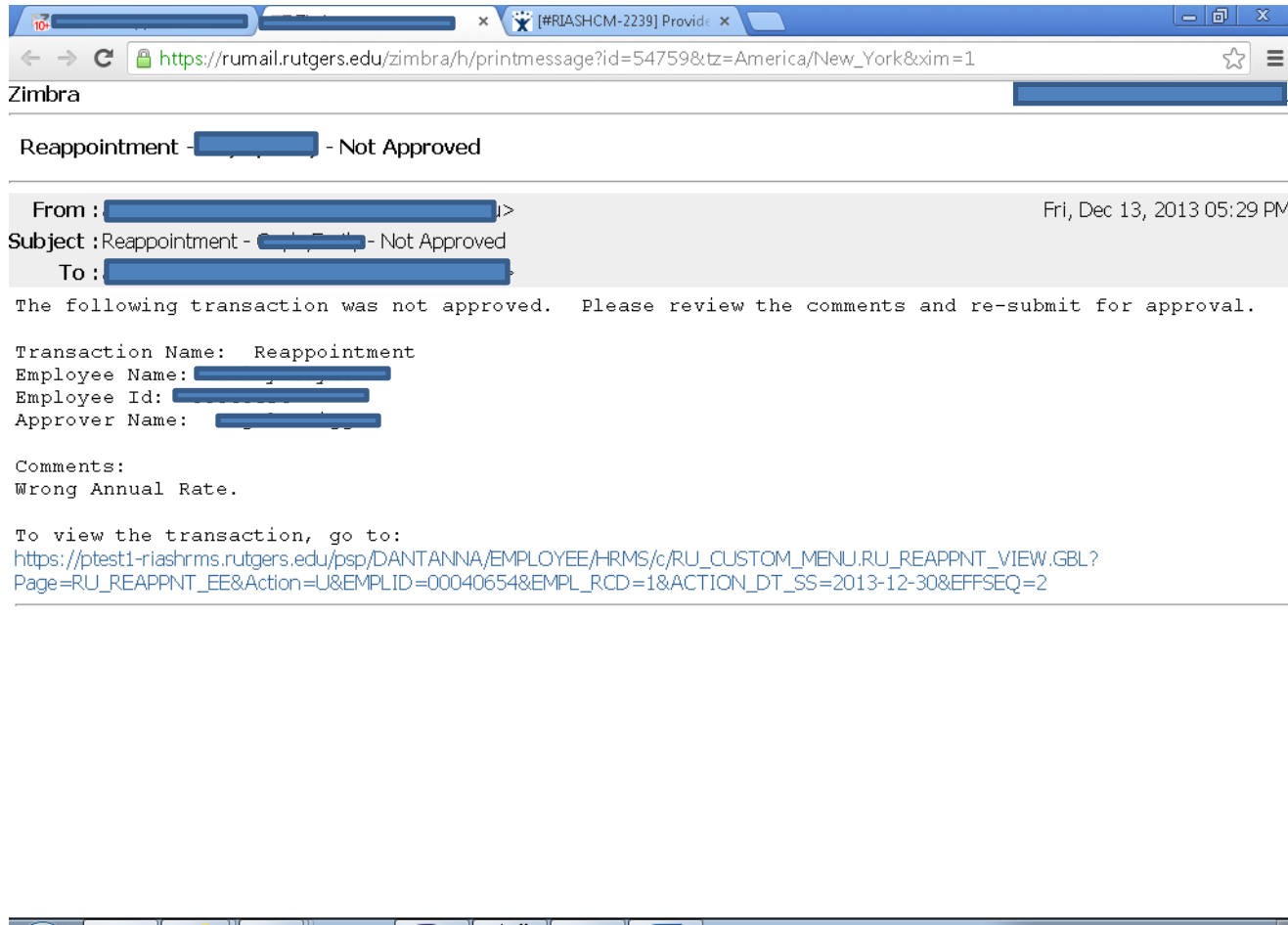


Figure 7

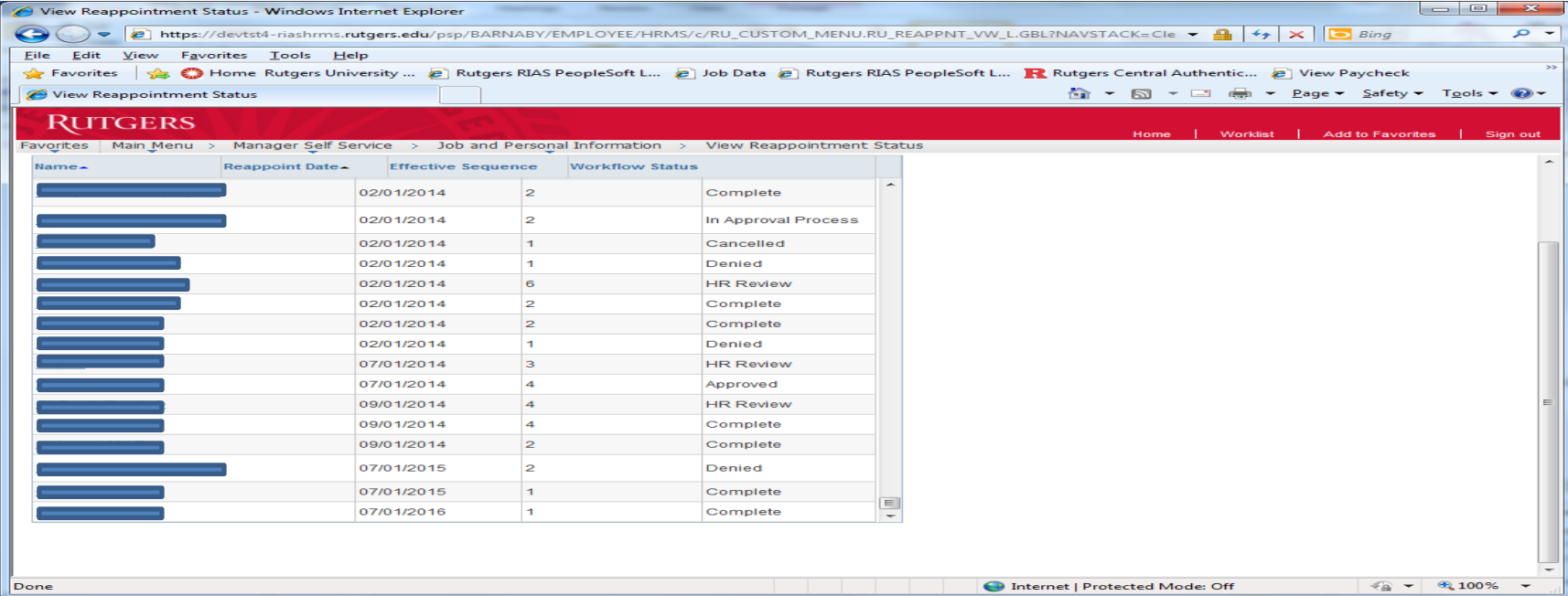
MASS REAPPOINTMENT INSTRUCTIONS – HR PREPARER

View Reappointment Status

Navigation:

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

This page allows the HCM Preparer to see transactions that have been reviewed. Transactions waiting for the department Approver will have the status of **“In Approval Process”**; actions routed to the HCM Unit, the status will state **“HR Review”**; transactions that were Not Approved by the department Approver, the status will reflect **“Denied”**. **The HCM Unit cannot process denied transactions – therefore, the Preparer must resubmit the transaction from the beginning, following the Reappointment Process (Steps 1 through 5).** Transactions that could not be processed by HCM, the status will reflect **“Cancelled”**; and **“Complete”** for those actions that have been processed by the HCM Unit.



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

Figure 8

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Reappointment Status Detail Page

- Click on the Name of the Employee – the **Reappointment Status Detail** will be displayed.

The screenshot displays the 'View Reappointment Status' page in the Rutgers HR system. The page is titled 'Reappointment Status' and 'Reappoint Status Details'. It includes a 'View Attachments' link and a 'Reappointment Information' section with the following details:

- Employee ID: [Redacted]
- Employee Record: 1
- Reappointment Date: 12/30/2013
- Workflow Status: HR Review
- Effective Sequence: 2
- Requester ID: [Redacted]

The 'Reappointment Details' section is divided into two columns: 'Most Recent Info' and 'New Info'.

	Most Recent Info		New Info	
*Business Unit:	UNIV	Rutgers		
*Department:	10330	SAS - English	10330	SAS - English
*Location:	3011 119	Murray Hall Rm 119	3011 119	Murray Hall Rm 119
*Job Title:	99611	GRADUATE FELLOW-NO REM	99611	GRADUATE FELLOW-NO REM
Empl Class:	9	Non Employee	9	Non Employee
Full/Part Time:	Full-Time		Full-Time	
Standard Hours:	37.50		37.50	
Appoint. Begin Date:	07/01/2013		12/30/2013	
Appoint. End Date:	08/31/2013		06/30/2014	
Annual Rate:	\$5,000.000000		\$6,000.000000	

At the bottom, there is a 'Comment' section with a text input field and a small icon.

Figure 9