6. Requesting Express Reappointments for Lecturers

This chapter describes the procedures for performing express reappointments for lecturers in E-TRAC.

This chapter contains the following sections:

6.1. Requesting an Express Reappointment

Express Reappointments are used specifically to reappoint faculty to positions they currently, or had previously occupied.

1 Navigate to the E-TRAC home page: **SFO Self-Service** > **E-TRAC** > **E-TRAC Home** > **E-TRAC Home** page.

2 Select **Express Reappointments.**

3 Click **Add**.

Express Reappointments Requests page appears. The Express Reappointments page is comprised of various sections where you can enter data or choose an item from a drop down list. There are three tab views, Main, Compensation, and Notes.

Figure 6-1 Express Reappointments page

4   Enter the Dept ID. If you do not know the department ID, place your cursor in the DeptID box and click the magnifying glass. A list of all department IDs will appear. Click the link for the department that you will perform the express reappointment request. The department ID will appear in the DeptID box.

At this point you will be required to select one of the following types of Express Reappointment:

- Faculty FTE (Timebase) Changes

- Faculty Reappointments – 12 mo

- Faculty Reappointments – AY

For express reappointments where the employee is simply being rehired the creator will select **Faculty Reappts–12 mos** or **Reappts–AY** for faculty reappointments.

6.2.   Faculty Reappointments

After navigating to the E-TRAC home page, selecting Express Reappointments and clicking Add, the Express Reappointments page will appear. Notice that the DeptID field defaults to the department for which you have security access.

1   Select **Faculty Reappts-AY** or **Faculty Reappts-12 mo** from the **Type** drop down list.

2   In the Year and Term boxes, enter the year (YYYY) and the term that the reappointments will be effective. The valid values are FALL, SPR (Spring) and SUM (Summer). For example, for appointments beginning fall 2004, enter "2004" in the Year field, and "FALL" in the Term field.

3   Tab out of the Term field.

At this point E-TRAC will process your request and display the link **Select Employees**.

Figure 6-2 How the Express Reappointments page should appear with all pertinent fields populated.

4   Click **Select Employees**.

You will see a page displaying all the employees in your department that last worked in the year prior to the year and semester you designated.

Figure 6-3 List of employees to be reappointed

5   Select the check boxes for the faculty member you wish to reappoint for the current term/year.

6   If you wish to reappoint all faculty members in the list, click the **Select All** button.

7   If you find that you have selected the wrong faculty member and wish to start over, you may click the **Deselect All** button.

8 Once you have selected the faculty members that you wish to reappoint, click **OK**.

6.2.1. Performing a Reappointment

Once you have selected the Select Employees link, you may perform the necessary steps for faculty reappointments. Keep in mind that the figure below is designed to fit in a single screen and that depending on your department.

Figure 6-4 View of page after the employees have been selected

6.2.2. Main tab

The main tab contains the following columns: Name, EmplID (Employee ID), EmplRcd# (Employee Record Number), Eff Date (effective date), Position, Job Code, Description, Empl Class, Appt Dur, Appt End, and Status. Next to each row is a "minus" button. Clicking this button will delete the corresponding row.

In the Main tab, for Academic Year appointments, the Eff Date and Appt End date fields will auto-populate according to the year and term you selected and Appt Dur value. In cases where the dates are different than the Academic Year dates established for semesters, you will need to process a transaction using E-TRAC Hire or Employee Change.

Figure 6-5 View of Main tab

1 First, you will designate the **Empl Class** for each employee, using the drop-down lists for each field.

2 For lecturers and other temporary faculty, the Empl Class should be "Temp".

3 If the lecturer being reappointed has 3-year Lecturer Eligibility status, you must change the Empl Class to "Temp 3 Yr"

4 For Graduate Teaching Associates (job code 2354), the Empl Class is "Temp".

5 Next, indicate the duration of the appointment in the **Appt Dur** field, using the drop-down lists for each field. The value in this field will default to what the value was as of the most recent/previous appointment. Accordingly, double check this value to make sure it is appropriate for the current academic year/semester.

- For one-semester appointments, select "1 Semester"

- For academic year appointments (including 3-year status lecturers), select "1 Year"

- You do not need to select **3 Years** for 3-year eligible lecturers since this status is indicated in the Empl Class field

As you adjust the values in the Appt Dur field, the Appt End date will adjust accordingly.

6.2.3. Compensation tab

1 Click the Compensation tab.

The compensation tab contains the following columns: Name, EmplID (Employee ID), Empl Rcd# (Employee Record Number), Eff Date, Grade, Old FT Comp, Old WTU, Old FTE, Old Act Comp (Old Full Time Compensation), Old WTU, Old FTE, Old Act Comp, New WTU, New FTE, and New Act Comp. Next to each row is a "minus" button. Clicking this button will delete the corresponding row.

Main	Compensation	Notes										
Name	**EmplID**	**Empl Rcd#**	**Eff Date**	**Grade**	**Old FT Comp**	**Old WTU**	**Old FTE**	**Old Act Comp**	**New WTU**	**New FTE**	**New Act Comp**	
Deborah Levine	907603702	1	01/22/2007	2	$3,434.00	3.00000	0.20	$686.80	🔍			⊟
Emily Impett	906989218	2	01/22/2007	3	$4,034.00	3.00000	0.20	$806.80	🔍			⊟
Karen Franklin	902100399	0	01/22/2007	3	$4,321.00	3.00000	0.20	$864.20	🔍			⊟

Figure 6-6 View of compensation tab

In the **Compensation** tab, you will indicate the time base for each employee by entering units in the **New WTU** field or a decimal time base in the **New FTE** field. The values appearing in these fields are defaulted with what the units/FTE was as of the most recent/previous appointment. Accordingly, double check this value to make sure it is appropriate for the current academic year/semester. You may enter WTUs or a time base. Entering values into either of these fields will auto-populate the other field with the valid value. For a listing of valid WTUs and corresponding time bases, you may click on the magnifying glass next to the **New WTU** field.

Also the **New Act Comp** (new actual compensation) will calculate based on the new FTE or WTU value you enter

PLEASE NOTE: If you do not change any value on either tab, all data including appointment duration, Empl Class and time base will carry forward from the most recent/previous semester worked by the employee. Carefully verify your data in Express Appointments before submitting.

6.2.4. Notes

The Notes section is intended for the purpose of informing the first level approver of information relevant to the employee who you are reappointing. This tab contains five columns: Name, Empl ID (employee ID), Empl Rcd # (Employee Record Number), Effective Date and Notes. Next to each row is a "minus" button. Clicking this button will delete the row in which it lies. Reference the action-reason translation for guidance regarding what should be put in the Notes box.

Figure 6-7 Notes tab

1   Reference the action-reason translation for pertinent notes to be entered.

2   Enter the information in the Notes box.

3   Click **Submit**.

A view only page of the Express Reappointment page displays.

Figure 6-8 View only of reappointed employees

6.2.5. E-TRAC ID

E-TRAC ID: The E-TRAC ID is used to track E-TRAC transactions. This number is generated by the system in a sequential order once a transaction is saved. Make note of this number in order to easily retrieve previous transactions.

6.3. After the E-TRAC is Submitted

After your E-TRAC request is submitted it is no longer available for you to update. You will receive an e-mail notification that your E-TRAC was successfully submitted. The E-TRAC request will be routed automatically to the first department approver for your area. They will also receive an e-mail notification, which will let them know that a transaction is waiting in their worklist for approval.

Each approver will have the ability to review and make changes to the E-TRAC request. Therefore, if you determine after you submitted the E-TRAC that you made a mistake, you can always ask one of your approvers to make the necessary change. You will receive an e-mail in the event that any changes were made to your E-TRAC request.

Approvers are asked to either approve or reject each transaction. If a transaction is rejected, it is closed to any further updates, and cannot be reused.

After your department approvers have approved the transaction, it will be routed to the Budget Office and Human Resources, Safety and Risk Management. The transaction is finalized only after Human Resources, Safety and Risk Management has approved the transaction and loaded the record to the database. You will receive an e-mail message to let you know when this has happened and any new position or employee IDs that were created as a result of the process.

Note: The E-TRAC transaction that you have submitted will be viewable in the My E-TRAC Transactions section for 30 days. After 30 days you will have to select the Include Completed, then specify the number of days in the advanced mode of Sort/Filter My E-TRAC Transactions. For more information on viewing your E-TRAC Transactions see Chapter 3 Approving a Vacant Position Change.