5. Requesting Express Reappointments for Students

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

This chapter contains the following sections:

5.1. Express Reappointments.....5-1

5.2. Performing an Express Reappointment for Student Assistants (Job Codes 1870, 1871, 1872).....5-1

5.3. Student Express Reappointments Field Definitions.....5-5

5.1. Express Reappointments

1 Navigate to the E-TRAC home page.

2 Select **Express Reappointments** and click **Add**.

Express Reappointments Requests page appears.

Note: Express Transactions cannot be used for Job Codes 1868, 1874, 1875, 1876, 1150 or 1151. These transactions must be done individually as an Employee Hire or Employee Change. Also Express Reappointments cannot be used to change or update the compensation rate alone. You must use Employee Change with Action and Reason of Pay Rate Change/Student Pay Rate Change. Express Reappointments can only be used to change compensation rates if you are reappointing the student.

5.2. Performing an Express Reappointment for Student Assistants (Job Codes 1870, 1871, 1872)

The Express Reappointments page is comprised of various sections where you can enter data or choose an item from a drop down list.

Upon choosing the department, you will not be able to change the information in DeptID, Year, Term or Type boxes.

There are three tab views, Main, Compensation, and Notes.

1 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.

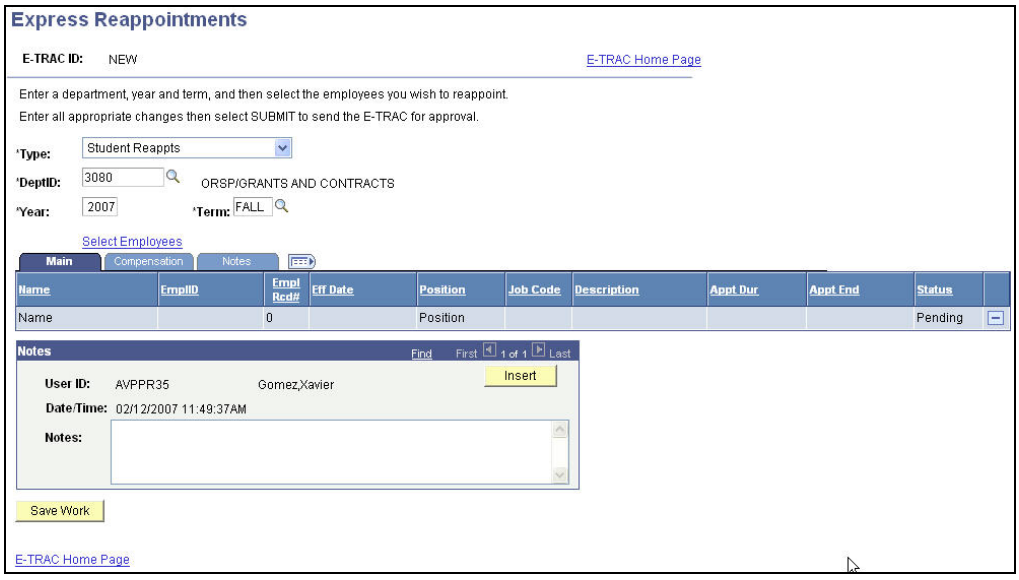

Figure 5-1 Express Reappointment page populated with relevant data

2 Select **Student Reappointments** from the **Type** drop down list.

3 Type the year and term in the Year and Term boxes.

4 Click **Select Employees**.

A list of eligible student employees appears.

5 Select the check boxes for the student employees you wish to reappoint.

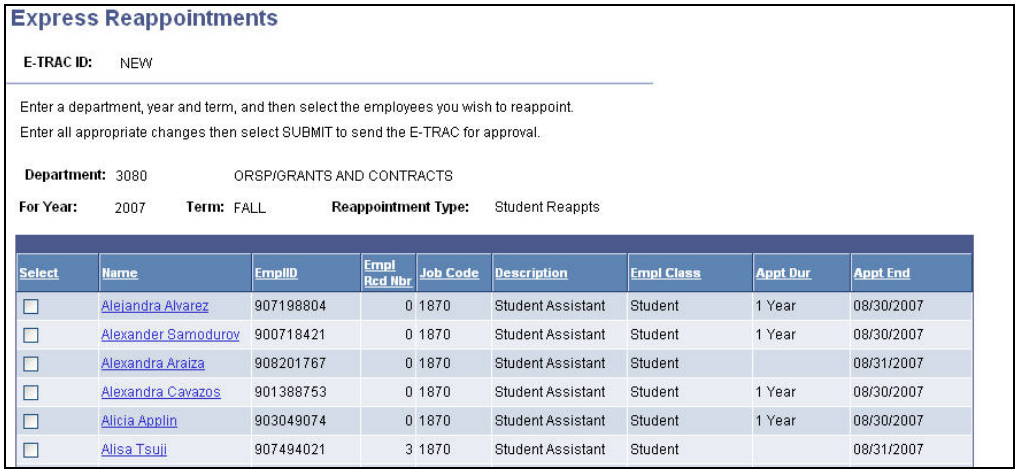

Figure 5-2 Student employees selected for reappointment

6 If you wish to reappoint all student employees in the list, click **Select All**.

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

8 Once you have selected the student employees that you wish to reappoint, click **OK**.

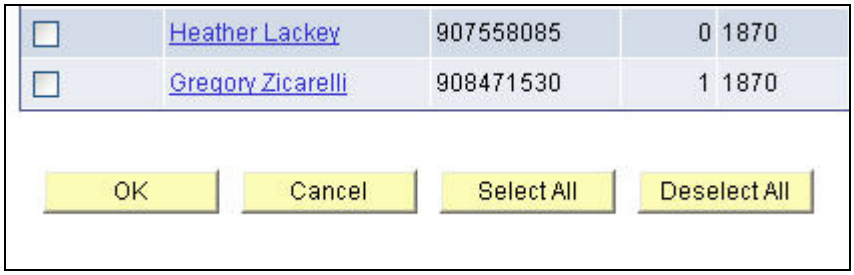

Figure 5-3 Employee Selection buttons

5.2.1. Entering new data

1 In the main tab select either **1 Semester** or **1 Year** from the drop down list in the **Appt Dur** column. The Appt End date will automatically update depending on the previous appointment end date. The appointment end date is reflective of the academic year calendar. The main tab contains ten columns: Name, EmplID (Employee ID), EmplRcd# (Employee Record Number), Effective Date, Position (able to look at position information by clicking the position number link), Job Code, Description, Appt Dur, Appt End, and Status.

Note: For the Spring semester you must select 1 Semester when reappointing students.

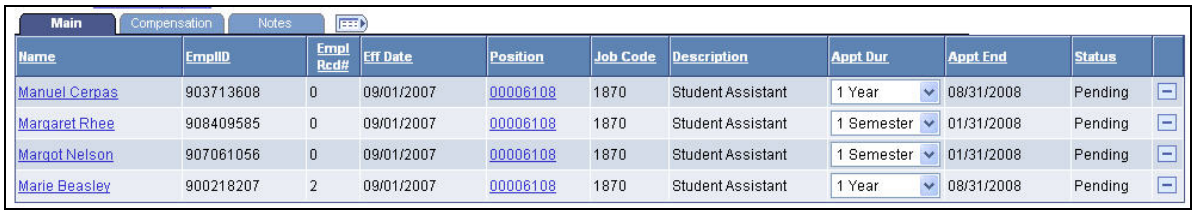

Figure 5-4 Main tab

2 In the Compensation tab, enter the new compensation in the New FT Comp boxes. For student employees this would be the hourly rate. The compensation tab contains six columns: Name, EmplID (Employee ID), Empl Rcd# (Employee Record Number), Effective Date, Old FT Comp (Old Full Time Compensation), and New FT Comp (New Full Time Compensation).

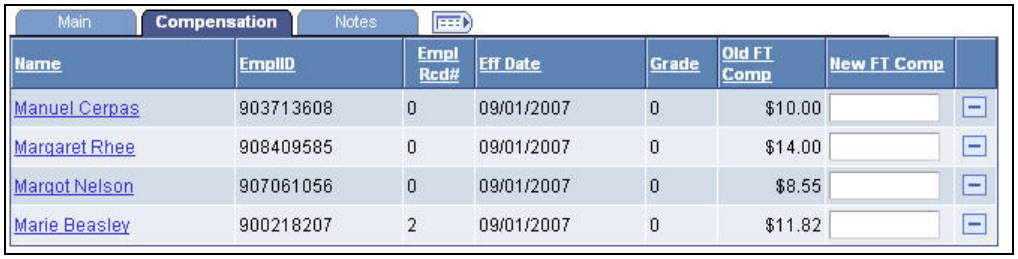

Figure 5-5 Compensation tab

Note: When you are reappointing or completing a payrate change for a workstudy student, the student and department supervisor must complete the Workstudy Clearance form with the Office of Financial Aid.

3 Click the Notes tab. The Notes tab allows you to type information particular to the employee being reappointed.

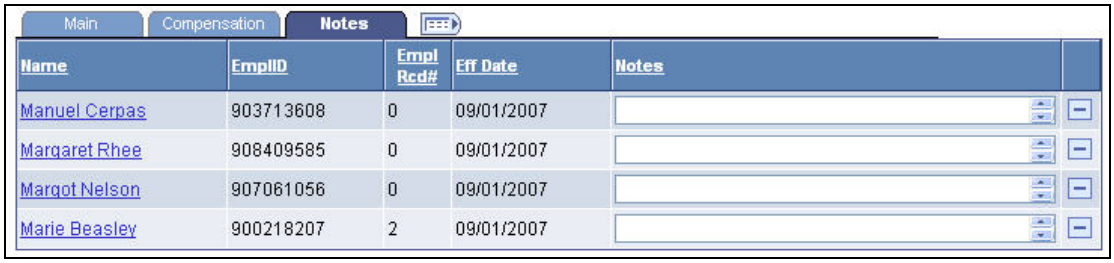

Figure 5-6 Notes tab

4 Click **Save Work**. If you are ready to submit your request, click **OK** on the confirmation page, then click **Submit** when the submit button appears.

5.3. Student Express Reappointments Field Definitions

The following field definitions are provided for your reference. These are field definitions for the New Position Request page only, and do not apply to search functions such as the Vacant Positions search page.

Dept ID	Display Only	No
	Required	Yes
	Default	The Department ID will default to the department of the E-TRAC user.
	SFSU Use	The Department ID is a PeopleSoft value used to track the SFSU organization structure and security hierarchy. Users will only be able to request E-TRAC transactions for their own departments and the departments which report to them.
	Values	

Year	Display Only	No
	Required	Yes
	Default	None
	SFSU Use	The current year that the student is reappointed or will begin work.
	Values	Year must be in YYYY format, e.g. 2005.

Term	Display Only	No
	Required	Yes
	Default	None
	SFSU Use	The time frame of the appointment.
	Values	Fall, Spring, Summer

Type	Display Only	No
	Required	Yes
	Default	None
	SFSU Use	This refers to the type of reappointment that is being requested. The value selected determines the employee information that will display.
	Values	Bridge Stdnt Reappts Student Reappts

Effective Date	Display Only	Appears as Grayed

	Required	Yes
	Default	Defaults based on values entered in the year and term boxes.
	SFSU Use	This is the date that the reappointment is effective.
	Values	

5.3.1. Main Tab

Empl ID	Display Only	Yes
	Required	Yes
	Default	Defaults based on the incumbent occupying the position.
	SFSU Use	The employee ID is a number assigned by the system to an employee record. Unlike the employee ID previously used by SFSU, this number does not have any special meaning or relationship with social security number.
	Values	

Empl Rcd #	Display Only	Yes
	Required	Yes
	Default	Defaults based on the number of positions that the employee occupies that are in HRMS (Human Resources Management System).
	SFSU Use	Employees in the system can have multiple job assignments. The employee record number denotes each of these records. The employee's first record number is 0, the second record number would be 1, and so on.
	Values	

Name	Display Only	Yes
	Required	Yes
	Default	Defaults based on the employee's name.
	SFSU Use	The name will display last name first.
	Values	

Job Code	Display Only	Yes
	Required	Yes
	Default	Defaults based on the job classification of the employee.
	SFSU Use	Job code identifies the job classification of the employee per the CSU salary schedule.
	Values	

Description	Display Only	Yes
	Required	Yes
	Default	Defaults based on the job code displayed.
	SFSU Use	The description of the job code is what was previously known as class title.
	Values	

Appt. Dur	Display Only	No
	Required	Yes
	Default	None
	SFSU Use	Appointment End date changes based on the value selected in this field.
	Values	1 month, 1 Semester, 1 Year, 3 Years

Appt. End	Display Only	Yes
	Required	Yes
	Default	Defaults based on the appointment duration selected.
	SFSU Use	The appointment end date will default based on the appointment duration selected in the Appt. Dur menu, i.e. end of semester or academic year.
	Values	

Status	Display Only	No
	Required	Yes
	Default	Defaults based the status of the transaction. If the employee has been reappointed the field will display Hired if the employee has not yet been reappointed, the field will display Pending.
	SFSU Use	The Status field indicates to the creator whether or not they are requesting a duplicate reappointment.
	Values	Hired, Pending

5.3.2. Compensation Tab

Effective Date	Display Only	Appears as Grayed
	Required	Yes
	Default	This value will default to the current date.

	SFSU Use	This field contains the date when the new hire becomes effective. This can be a historical, current or future date. Note: the date of the hire must coincide with the date of the position. The position will not be available or 'effective' to hire someone into until the date entered.
	Values	

Old FT Comp	Display Only	Yes
	Required	Yes
	Default	Defaults to the previous full-time compensation.
	SFSU Use	Display only view of the Old FT Comp as reference.
	Values	

Old Act Comp	Display Only	Yes
	Required	Yes
	Default	Defaults based on the previous Act Comp (actual compensation rate).
	SFSU Use	Display only view of the previous Act Comp as reference.
	Values	

New FTE	Display Only	No
	Required	No
	Default	Defaults based on the previous salary.
	SFSU Use	Please see the field for FTE in the Student Hire field definitions.
	Values	