


Processing EHRA Professional Faculty Contract Renewal Job Action Request (JAR)

What you need before proceeding with action: Confirmation the non-tenured professional faculty member is receiving a contract renewal update for the upcoming semester, (signed offer letter attached to transaction).

The following information is required to initiate a subsequent contract, JAR transaction: Effective date of appointment, Employee ID, and whether or not a salary change is involved with the subsequent contract.


To process a JAR Reappointment transaction use the following navigation instructions to begin. **Contact your designated HRIM Specialist regarding questions about this process.**

Click on the NavBar  in the top right hand corner of the MyPack Home screen.

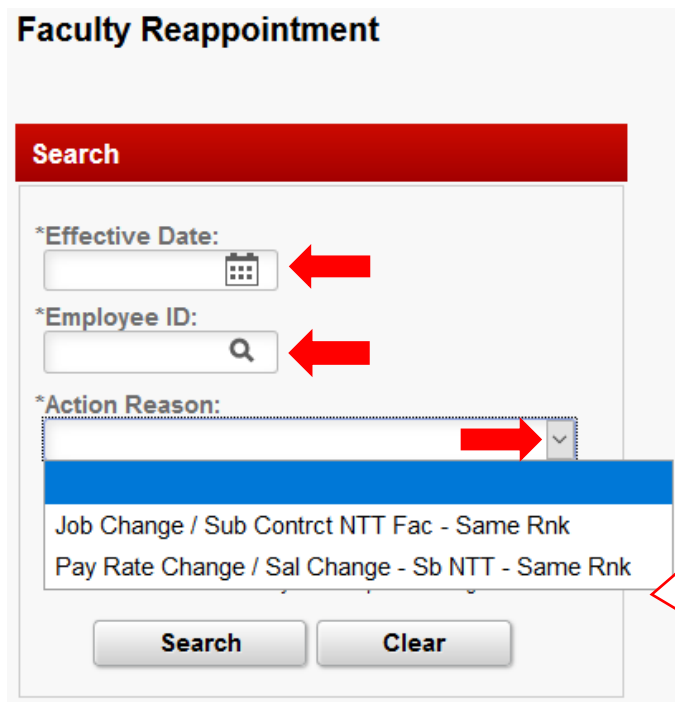
Click on the Menu icon  .

Then follow this navigation through the menu options.

Human Resources Systems > Job Action Requests (JAR) > JAR (SHRA, EHRA, Post Docs) > Reappointment

NOTE: The HR Quicklinks tile  from the “HR System Homepage” also provides options to initiate a JAR Reappointment using “Modify or Separate Employee->EHRA JAR Reappointment”

Once the **JAR Reappointment** panel appears enter the **Effective Date (9mth = 7/1 or 1/1)**, **Employee ID**, and select the appropriate **Action Reason** from the drop down list.



Note: The Employee ID number is 9 digits in length.

IMPORTANT Action Reason Note:

If the professional faculty member reappointment contract is not changing select,
Job Change /Sub Contract Fac – Same Rnk
Note: All subsequent contracts with no change are routed to HRIM

If the professional faculty member reappointment includes a pay rate or FTE change from the previous contract select,
Pay Rate Change /Sal Change – Same Rnk
Note: All pay rate change transactions are routed to Class and Compensation for approval.

Note: If you notice the “As of Date” it reflects the date the JAR Reappointment transaction was initiated. Once the appointment data (left side) has been entered and the **Search** button selected, the employee’s current active job (s) will appear on the right.

Faculty Reappointment

Search

*Effective Date:
01/01/2021

*Employee ID:
200124 Alison

*Action Reason:
Pay Rate Change / Sal Change - Sb NTT - Sa

As Of Date:
09/18/2020
Note: As Of Date is used only in development/testing

Search **Clear**

1 row returned in 1.06 seconds

Search Results

| Employee ID | Empl Rcd | Name | Employee Classification | Effective Date | Employee Status | Position Number | Dept ID | Dept Description | Job Code | Job Code Description |
|-------------------------------------|----------|------|-------------------------|----------------|-----------------|-----------------|----------|------------------|----------|----------------------|
| <input checked="" type="checkbox"/> | 200124 | 1 | Alison | EHRA Faculty | 07/01/2020 | Active | 00104559 | 160201 | English | F051 Lecturer |

Step 2

Current Active Jobs, Future Jobs and Pending Actions

| Empl ID | Empl Rcd | Effective Date | Employee Classification | Dept ID | Dept Description | Supervisor | Job Code | Job Title | Hours/Week | Hire Date |
|---------|----------|----------------|-------------------------|---------|------------------|------------|----------|-----------|------------|------------|
| 200124 | 1 | 07/01/2020 | EHRA Faculty | 160201 | English | Laura | F051 | Lecturer | 40.00 | 07/01/2017 |

Step 3

Add

Step 1: Make sure the search criteria selected on the left side is correct and click the **Search** button. The search results section on the right displays the latest status information for the employee.

Step 2: Check the box to retrieve the active job (s) for the employee. Verify the job selected is the correct one associated with the contract renewal/subsequent.

Step 3: Click the **Add** button to initiate the JAR transaction.

NOTE: If you receive a “Pending Transaction” message it means the person you are trying to reappoint has a pending transaction that’s still in progress, awaiting approval and/or needs to be cancelled. Contact your HRIM Specialist if you have issues finding a pending transaction.

Notes:

- This document reflects a renewed contract with a, **“Pay Rate Change/Sal Change – Same Rank” Action Reason**, which allows the initiator to update the standard hours/FTE and salary associated with the subsequent contract.
- However, if the appointment is only renewing the contract, **“Job Change /Sub Contract Fac – Same Rnk” Action Reason**, the Standard Hours/FTE and salary **cannot be updated**.

Step 4: Once the initiate page opens, (below) the left side of the page reflects the current job data information. The right side of the page reflects the new updates to support the reappointment request.

Initiate Job Request

Transaction ID: AG00194085 Employee ID: 200124 Rcd #: 1 Name: Alison

Effective Date: 01/01/2021 Action: Pay Rate Change Reason: Sal Change - Sb NTT - Same Rnk
 Academic Rank: Lecturer Tenure Status: Faculty, Non Tenure Track -NTT Tenure Home: English

| Current Information | | New Information | |
|--------------------------|-------------------------|---------------------------|---|
| Appointment Begin Date: | 08/16/2020 | Appointment Begin Date | <input type="text"/> |
| Appointment End Date: | 05/15/2021 | Appointment End Date | <input type="text"/> |
| Anticipated Appt Length: | 9 Mths-renewal possible | Anticipated Appt Length ? | 9 Mths-renewal possible |
| Standard Hours: | 40.00 / 1.000 | Standard Hours | <input type="text"/> / <input type="text"/> |

| Current Compensation | | New Compensation | |
|----------------------|-----------|-------------------|--|
| Seq | Rate Code | Compensation Rate | |
| 1 | Base Pay | \$40,000.000000 | |
| Total | | \$40,000.000000 | |

| Distribution Data | | | | | | |
|-------------------|------------|-----------------|--------------------------|---------------------------------------|------------|------------------------|
| Fiscal Year: 2021 | | Dept ID: 160201 | | <input type="checkbox"/> Work Against | | Position Nbr: 00104559 |
| Proj Descr | Project ID | Account | Override | Percent | Amount | |
| | 201550 | 51319 | <input type="checkbox"/> | 100.000 | 40,000.000 | |
| Total | | | | | 100.000 | 40,000.000 |

Comments for Reviewers / Approvers*: Show Comments Attachments

- Step 5:** The right side of the page allows you to update the **New Appointment** begin and end dates, **Appointment Length**, and **Standard Hours** to support the subsequent contract/reappointment request.
Note: Standard hours cannot be updated with the Job Change /Sub Contract Fac – Same Rnk “Action Reason”.
- Step 6:** The right side of the page also allows you to update the **New Compensation** to support the subsequent contract request. *Please note this example reflects a “Pay Rate Change/Sal Change – Same Rank” Action Reason, which allows the initiator to update the salary. The salary cannot be updated if the Action Reason is just a job change/subsequent contract.*
- Step 7:** Whenever a Pay Rate Change /Sal Change – Same Rnk “Action Reason” is selected, Class and Compensation requires **Comments** supporting the contract renewal.
Note: Class and Compensation could pushback the transaction if supporting comments are not provided.
- Step 8:** Click **“Attachments”** to add the subsequent contract Reappointment Offer Letter.
- Step 9:** Once the new reappointment information is entered click **“Submit for Approval”** to route the transaction to Class and Compensation for approval. “Save for Later” will allow you to come back and make changes before submitting.
Note: JAR Reappointment transaction using the Job Change /Sub Contract Fac – Same Rnk “Action Reason” are routed directly to HRIM for review and approval.