## Reappointment of Employee

1. Begin by navigating to the *Reappointment* pages. Click the **Recruiting and Reappoint** link.

2. The *Recruiting and Reappoint* menu displays. Click the **Create Job Opening/Reappoint** link.

3. Enter the desired information into the *Position Number* field. Enter a valid value e.g. "00007667".

4. Once the information is entered, press the [Tab] key to leave the field.

5. The title and job code for the position will display. Click the **Continue** button.

6. The *Job Opening* page will display. Much of the information is provided from the selected job position. Verify that the information is correct: Date Opened, Target Openings, Available Openings and Position Number.

   Notice a set of underlined links: Job Information, Salary/Staffing, Hiring Team, and so forth. Each link represents a page of the Job Opening.

7. Enter the desired information into the *Desired Start Date* field. Enter a valid value e.g. "06/02/2008".

8. You must identify the Recruiter in order to enable workflow for approvals. Click the **Recruitment Contact** drop down list button.

9. Select the Recruiter who works with your department.

   NOTE: It is important to select a REAPPOINTMENT value, rather than a Recruiting value!

   Click the **Reappointment- Kym Wilson** list item.

10. Now find the name of the individual to be reappointed. Click the **Name** drop down button.
11. When the name you are seeking is not immediately visible, you can narrow the search with the Name field.

For this exercise, enter part of the employee's name: enter a valid value e.g. "richard gen".

12. Click the **Look Up** button.

13. When an individual holds more than one position at the University, the name will appear twice in a search list like this.

For this exercise, select the first **EmplID** listed for Richard Gennady.

14. The employee's name will appear in the name field.

The same links that appear in the middle of the page also appear at the bottom of the page, making it easy to navigate to other activities in this task.

Click the **Salary/Staffing** link.

15. Information is needed about the duration of the appointment.

Enter the desired information into the **Begin Date** field. Enter a valid value e.g. "06/02/2008".

16. Appointments and reappointments have a set duration.

Enter the desired information into the **End Date** field. Enter a valid value e.g. "12/12/2008".

17. Next, record the salary for this position.

**NOTE: This value cannot exceed the Budgeted Salary Amount.**

If the Budgeted Salary Amount is zero, you must contact the Budget Department before proceeding. (This is a situation where you would use the "Save as Draft" button at the bottom of the page.)

Enter the desired information into the **Job Opening Salary** field. Enter a valid value e.g. "55000".

18. You must enter information about the Hiring Team (Recruiter) in order to enable workflow.

Click the **Hiring Team** link.
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| 19. | Each Recruiter works with a Team, with a primary Recruiter and a backup. This is where you "attach" Kym Wilson's team.  
   | Click the **Add Team to Recruiters** button. |
| 20. | On the next page you will see a list of Teams.  
   | Click in the **Select** box for Kym Wilson. |
| 21. | Click the **OK** button. |
| 22. | Identify Kym as the Primary Recruiter.  
   | Click the **Primary** option next to her name. |
| 23. | The Hiring Manager is the starting point of the approvals routing. The Job Offer (Personnel Recommendation) will be routed to the supervisor of the Hiring Manager entered here. The supervisor is defined as the position to which the Hiring Manager's position reports. The system will use this information to route approvals for both the Job Opening and the Job Offer.  
   | You could type the name, or search in a list. For this exercise, search a list.  
   | Click the **Name Lookup** button. |
| 24. | Not all of the names in the list are visible. Narrow the search by entering part of the name.  
   | Enter the desired information into the **Name** field. Enter a valid value e.g. "james jeri". |
| 25. | Click the **Look Up** button. |
| 26. | Click an entry in the **EmplID** column. |
| 27. | Click the **Save & Submit** button. |
| 28. | At the top of the page you will find the Job Opening ID for this Reappointment.  
   | Make a note of it for future reference, e.g. to track it through the approval process.  
<p>| Click the <strong>Home</strong> link. |</p>
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<tr>
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<th>Congratulations! You have successfully completed the <em>Reappointment of an Employee</em> business process.</th>
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<tbody>
<tr>
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<td><strong>End of Procedure.</strong></td>
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