8.9 HRMS Step by Step Guide
Reappointment of Employee - Workforce Administration Module

Overview: This guide provides instruction on how to reappoint an employee to a position. Reappointment is often the next step after returning an employee from a short work break.

In version 8.9, Oracle/PeopleSoft has changed the name of Administer Workforce to Workforce Administration.

Note: The screen shots used in this guide may not be representative of your access.

1. Navigate to the Job Data page
   - Workforce Administration
   - Job Information
   - Job Data

2. Job Data search page displays
   - Enter EmplID or name
   - Click

   ![Job Data Screen](image)

   **Job Data**
   Enter any information you have and click Search. Leave fields blank for a list of all values.

   **Find an Existing Value**

   - **EmplID**: begins with 163797
   - **Empl Rcd Nbr**: =
   - **Name (LN,FN)**: begins with
   - **Last Name**: begins with
   - **Department**: begins with
   - **National ID**: begins with
   - **HR Status**: =
   - **Employee Status**: =
   - **Include History**

   ![Basic Search and Save Search Criteria Options](image)
3. Work Location page displays

- If the employee is on Short Work Break, you must return them first
- Click + to insert a new row

4. The Effective Date defaults to the current date; change, if necessary

- Effective Date should be the date the employee begins working again
- Choose the Action of Return from Work Break
- Click to select appropriate Reason of RWB
- Click to insert another row for the reappointment
5. The Effective Date defaults to the current date; change, if necessary

- The Effective Date should be the date the employee begins working again; in this example, the Return from SWB and Reappointment Effective Dates will be the same.

- Tab to the Effective Sequence field and enter the appropriate sequence number; in this example, the reappointment is being entered as the second action, sequence 1, on the same date.

- Choose the action of Data Change.

- Click to select appropriate reason of RAP.

- Click to document information for the reappointment.
6. Job Data Notepad page displays

☐ Click

6. Job Data Notepad page displays

Click Add a New Note

6. Job Data Notepad page displays

☐ Click

6. Job Data Notepad page displays

☐ Click

6. Job Data Notepad page displays

☐ Click

6. Job Data Notepad page displays

7. Job Data Notepad – New Note page displays

☐ Enter note

7. Job Data Notepad – New Note page displays

☐ Click

7. Job Data Notepad – New Note page displays

☐ Click

7. Job Data Notepad – New Note page displays

☐ Click Return to:

Job Data Page

7. Job Data Notepad – New Note page displays

Job Data Notepad

Job Data Notepad

Instructions

Selection Criteria

Add a New Note

Return To: Job Data Page

There are no existing notes for the specified search criteria.

Return To: Job Data Page

Job Data Notepad - New Note

Instructions

Selected Note

Add a New Note

Save

Undo Changes

Return To: Note Selection Page

Job Data Page

Job Data Notepad - New Note

Instructions

Selected Note

Add a New Note

Save

Undo Changes

Return To: Note Selection Page

Job Data Page

Job Data Notepad - New Note

Instructions

Selected Note

Add a New Note

Save

Undo Changes

Return To: Note Selection Page

Job Data Page

Job Data Notepad - New Note

Instructions

Selected Note

Add a New Note

Save

Undo Changes

Return To: Note Selection Page

Job Data Page
8. Work Location page displays

- Enter the Position Number to which the employee is being reappointed, if needed - fields on the Job Information page are automatically populated

- Click the Compensation tab

9. Compensation page displays

- Enter a new salary for the employee in the Comp Rate field

- Click

- Review your work

- Click

- All actions/reasons entered for this reappointment require approval

Reappointment of Employee complete