

 HUMAN RESOURCES  
BUSINESS PROCESSES

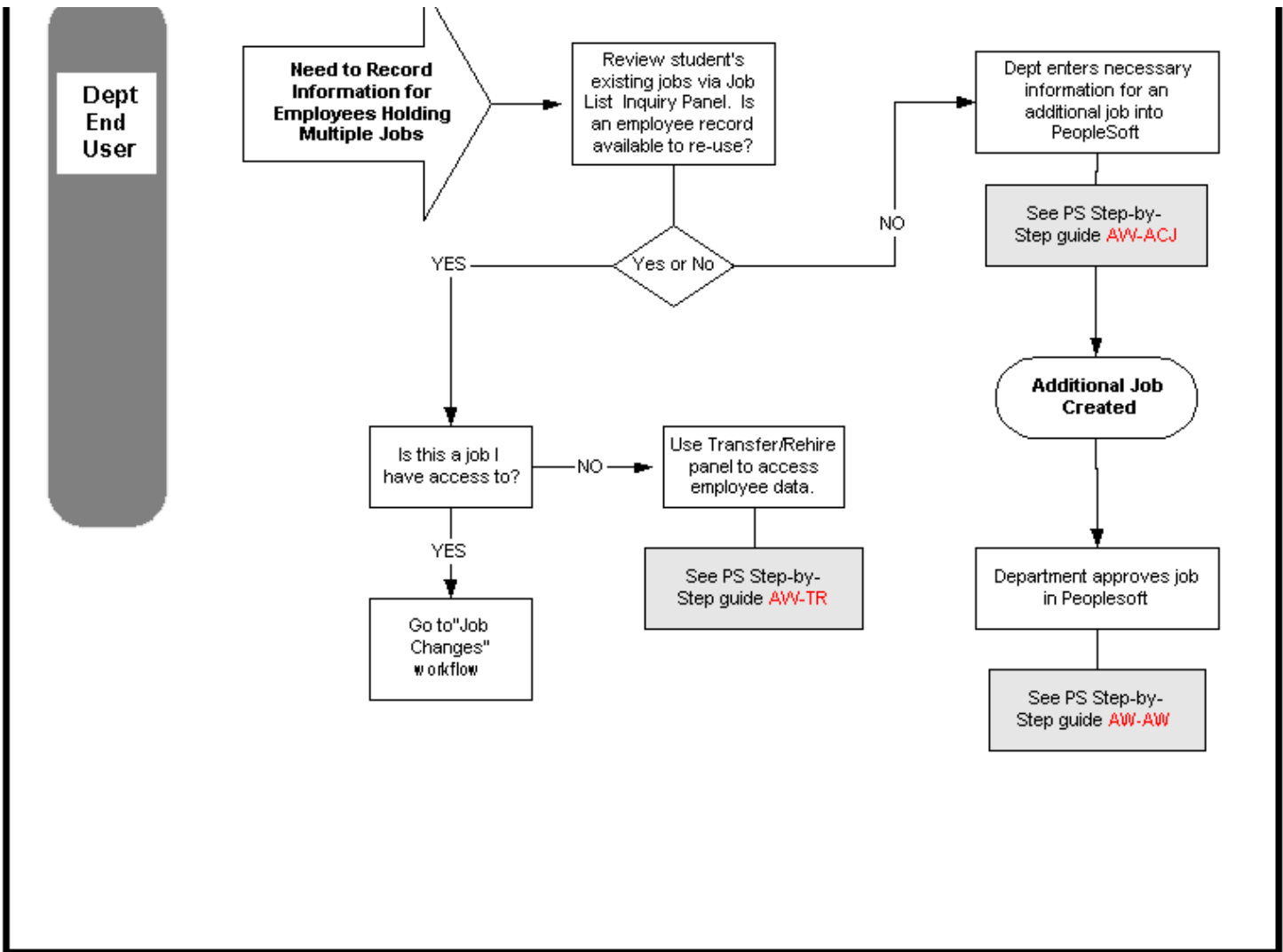
 CAMPUS SPECIFIC PROCESSES

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BOULDER CAMPUS  
**-Student Fellowships**

***Boulder Fellowships - Adding an Additional Job (non-summer)***

03/05/02

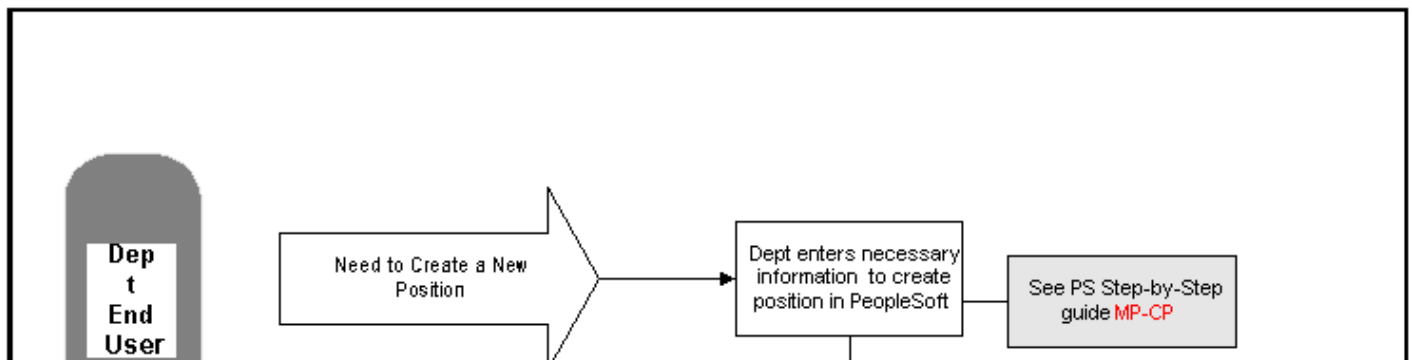


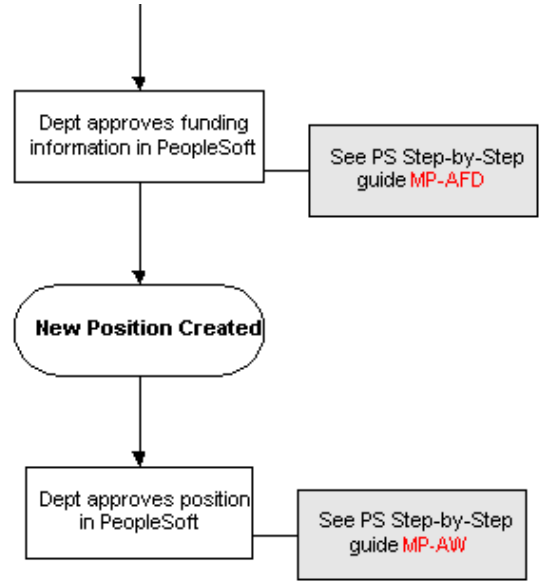
NOTES:

This process is used when an employee already has an existing job in the system and is being hired for an additional job.  
 Department must identify a position to be used for the appointment.  
 It is not necessary to collect the hard copy documents again.  
 The approval process is the same as for a new hire.  
 Call PBS for help with Transfer/Rehire, if necessary.

**Boulder Fellowships- Create and Approve New Position**

03/05/02



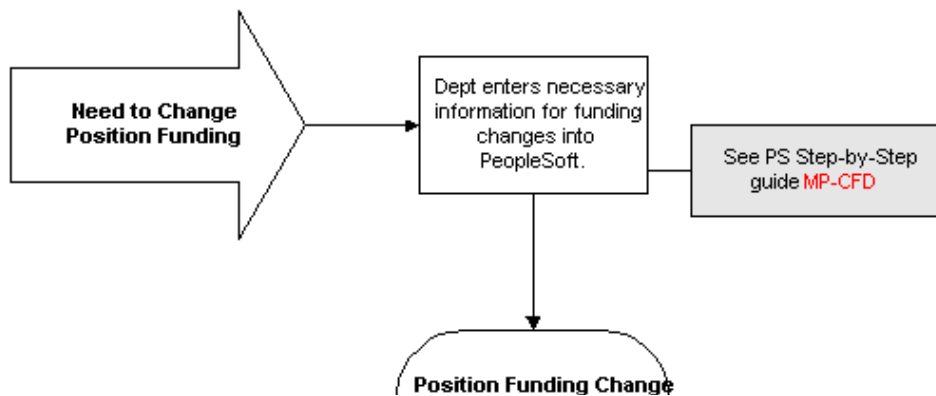


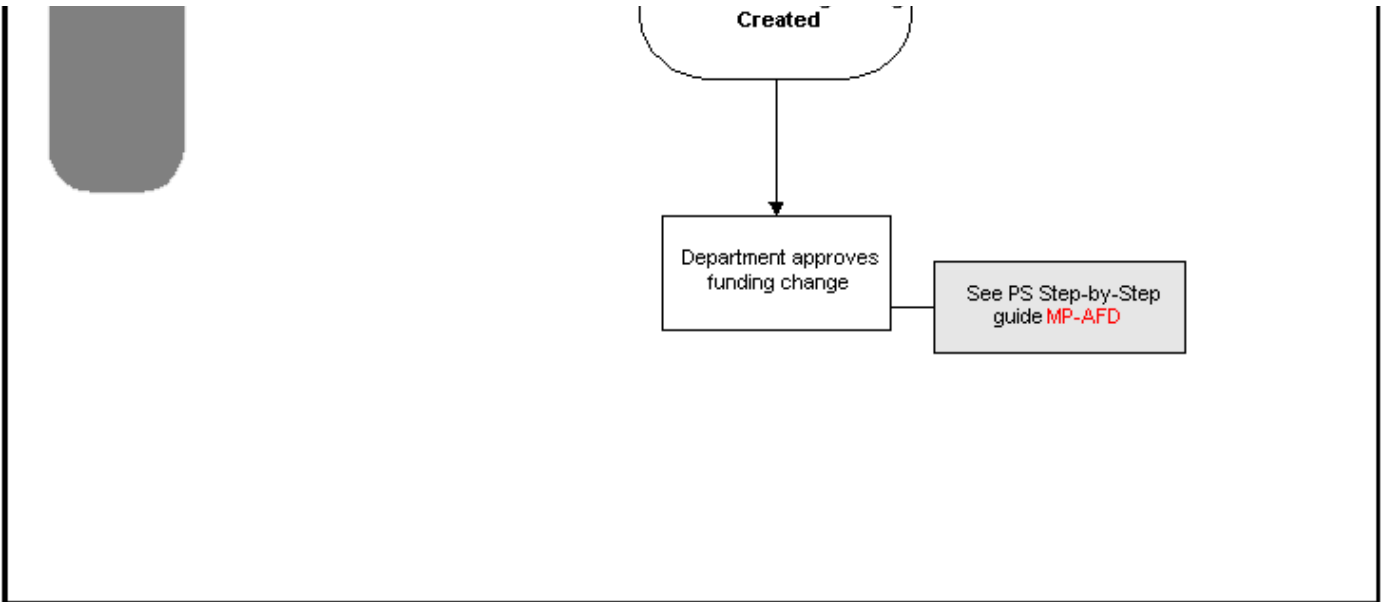
Notes:

Departments are responsible for creating and approving Student Faculty positions.  
See Graduate School Appointment Manual for FTE, % time, and other important details.  
Please check Vacant Position Report and use available position before creating a new one.

**Boulder Fellowships - Funding Changes and Approval Process**

03/05/02



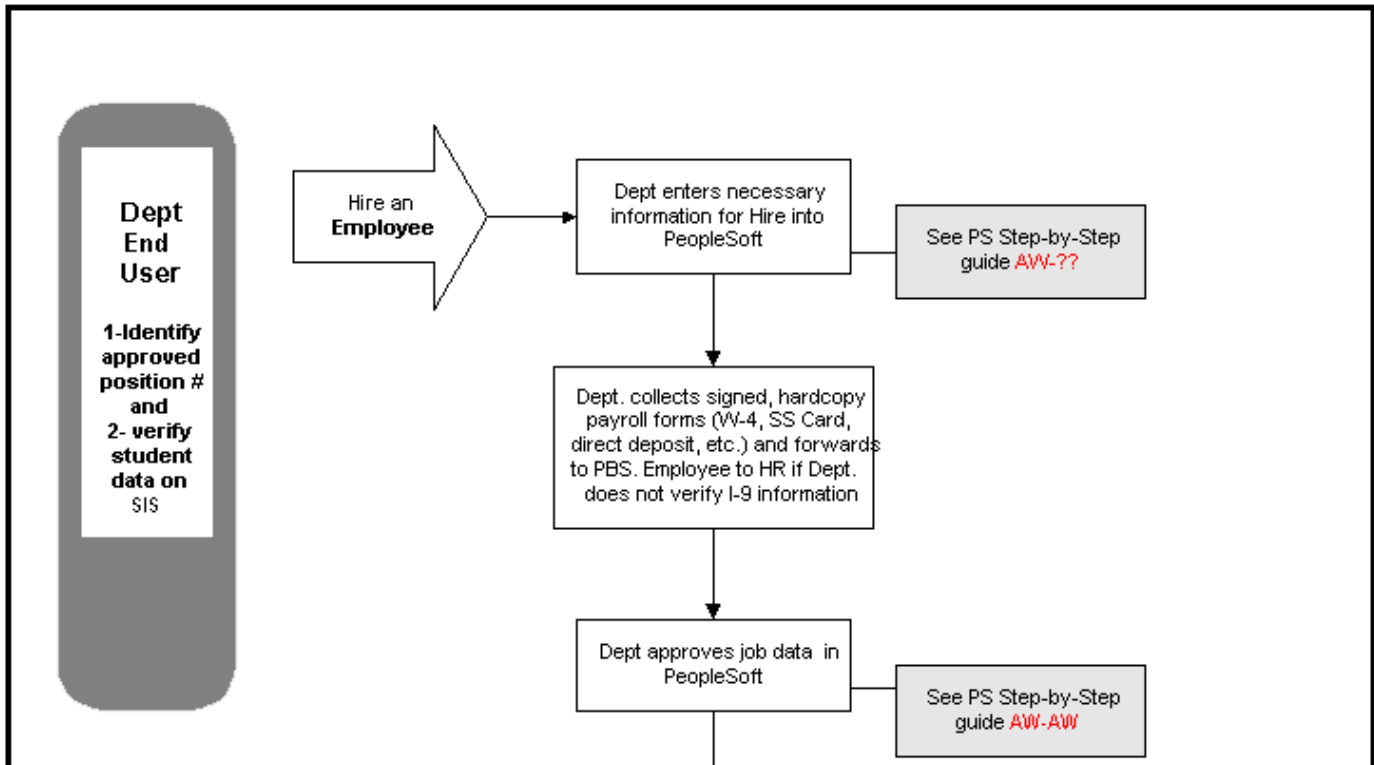


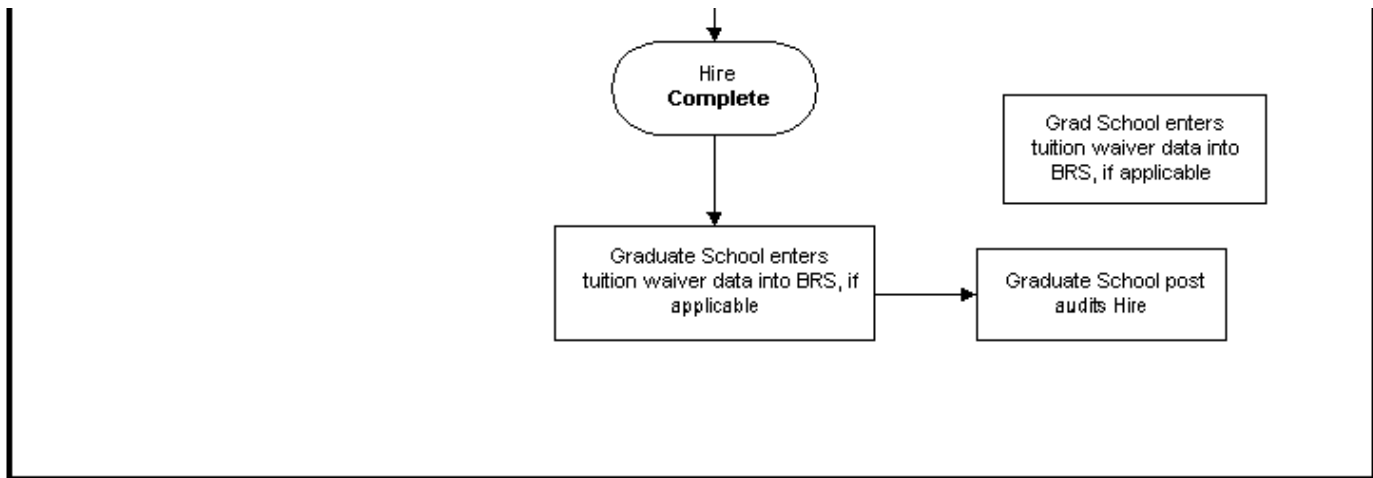
NOTES:

Please use the "Comments" field to describe action being taken.  
 Fund 30 and 34 (restricted funds) positions must have funding end date.

**Boulder Fellowships - Hire and Job Approval Process**

03/05/02



**NOTE:**

The name entered on the Name/Address panel must be exactly the same as on the new employee's social security card.

Information regarding eligibility, pay rates, job descriptions and other policies for Student Faculty appointments are published annually by the Graduate School in the Appointment Manual.

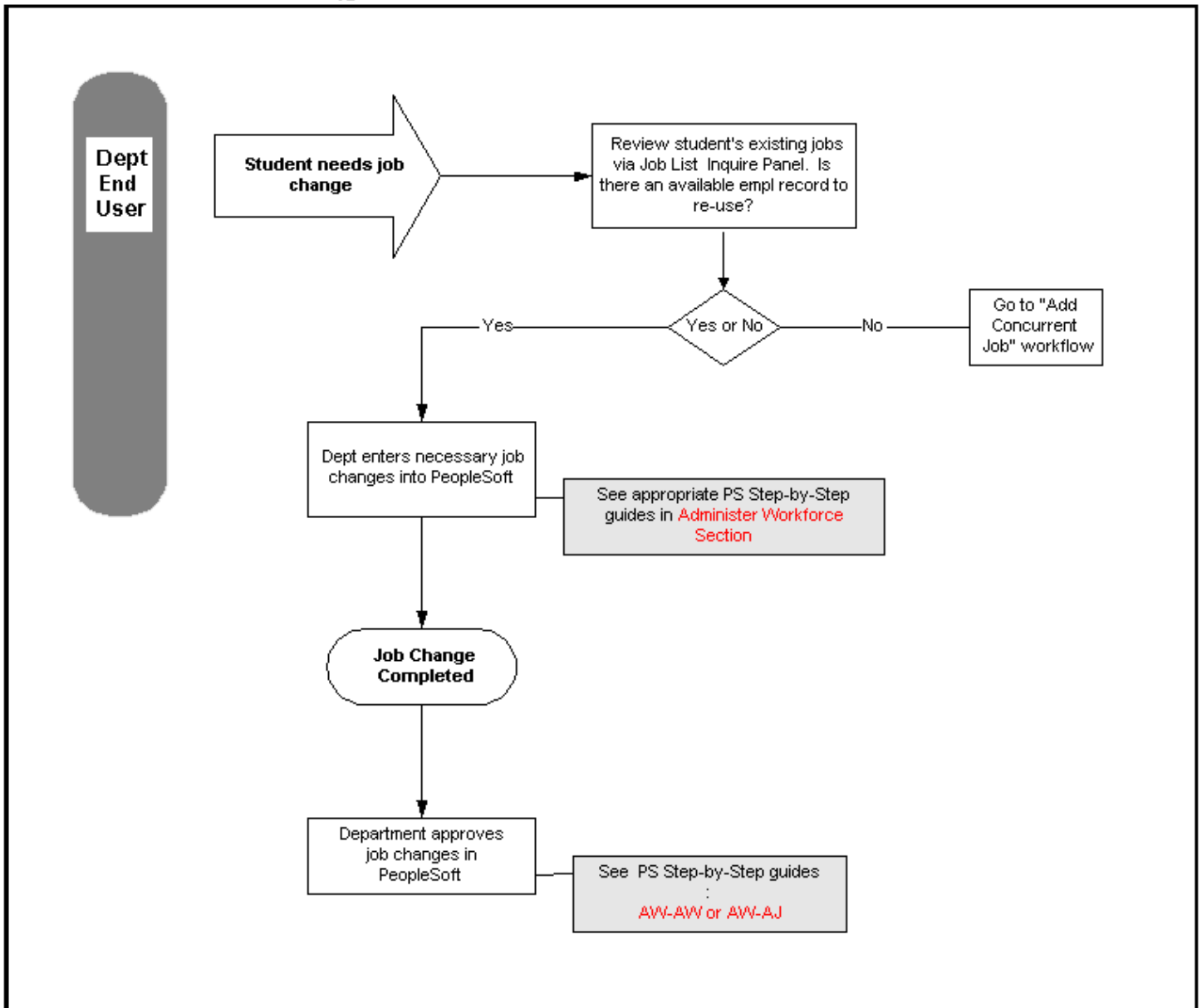
Undergraduate Assistants do not receive tuition waivers

\* If Hire is a non-resident alien, refer employee to PBS.

### Boulder Fellowships- Job Changes

03/05/

02



**NOTES:**

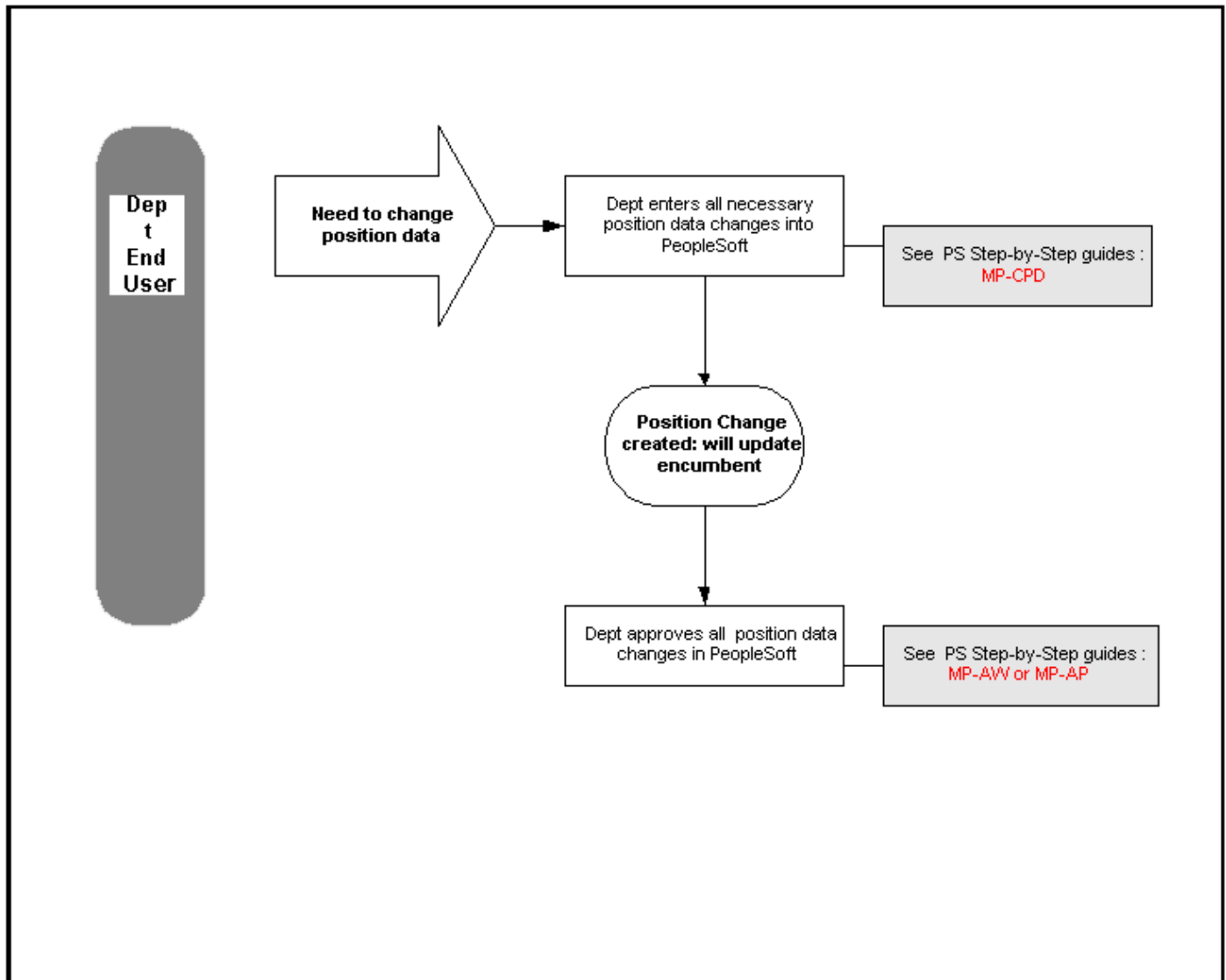
Job changes can be for % time, pay rate, appt. end date, etc.  
Reappointments can consist of appointing a student from a Fall to a Spring appt., a new AY appt. for a student who had previous appts., and/or changing a student from an RA to a TA when the student has one active job at a time.  
When possible, make all changes at one time. Refer to the Graduate School Manual for further details.





## Boulder Fellowships - Non Funding Changes and Approval Process

03/05/02

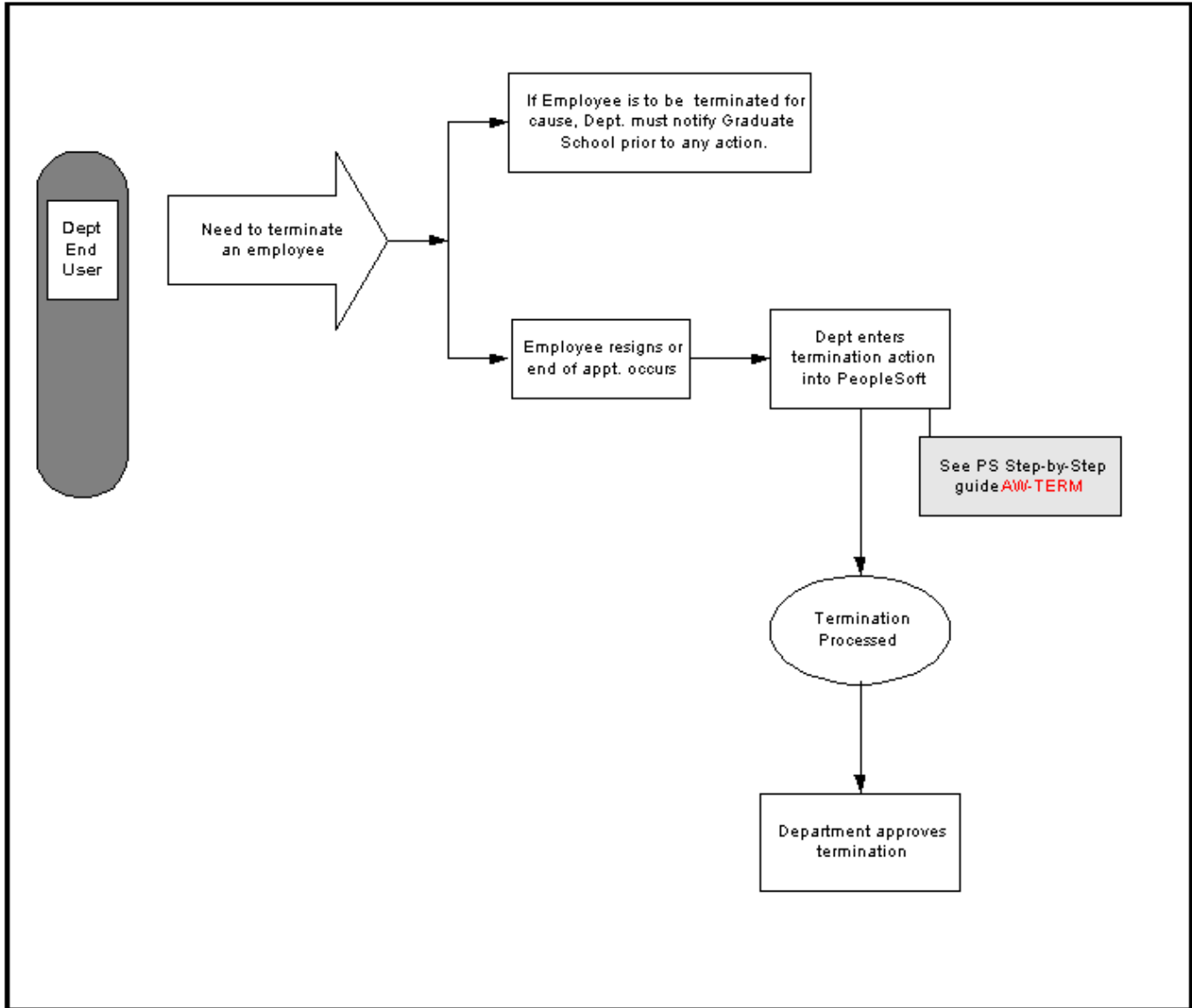


### NOTES:

Changes can include such actions as changes in percent of time, FTE, etc.  
 Departments are responsible for approving changes to Student Faculty positions.  
 Please use the "Comments" field to describe action being taken.

### Boulder Fellowships - Separation Process

03/05/02



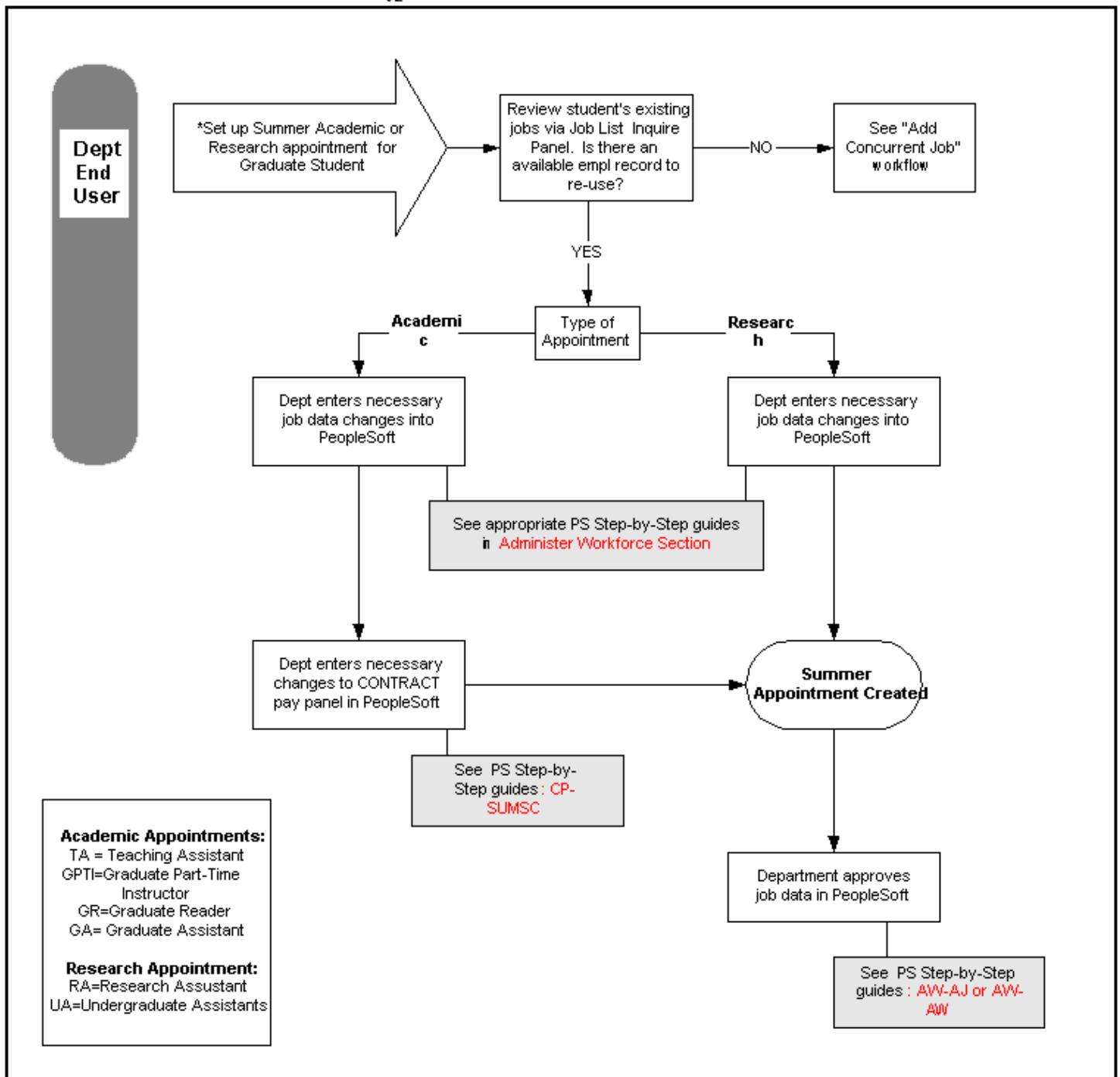
**NOTE:**

All terminations for cause require GraduateSchool approval. Notify Graduate School PRIOR to action.

# Boulder Fellowships - Summer Appointments

03/05/

02



**NOTES:**

Summer appts MUST be separate from AY appts.  
 Refer to Summer Session memo for Policies and Procedures re: comp rates, pos #'s, FOPPS info, etc. for ACADEMIC appointments.  
 You can not have two contracts w/ overlapping dates on the same empl. record, nor can you have contracts with beginning and end dates in the same pay period on the same record, i.e., you can not have an A and B term on the same record.



