

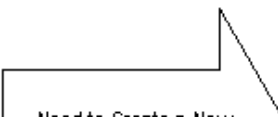
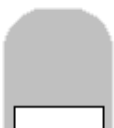
 HUMAN RESOURCES
BUSINESS PROCESSES

 CAMPUS SPECIFIC PROCESSES

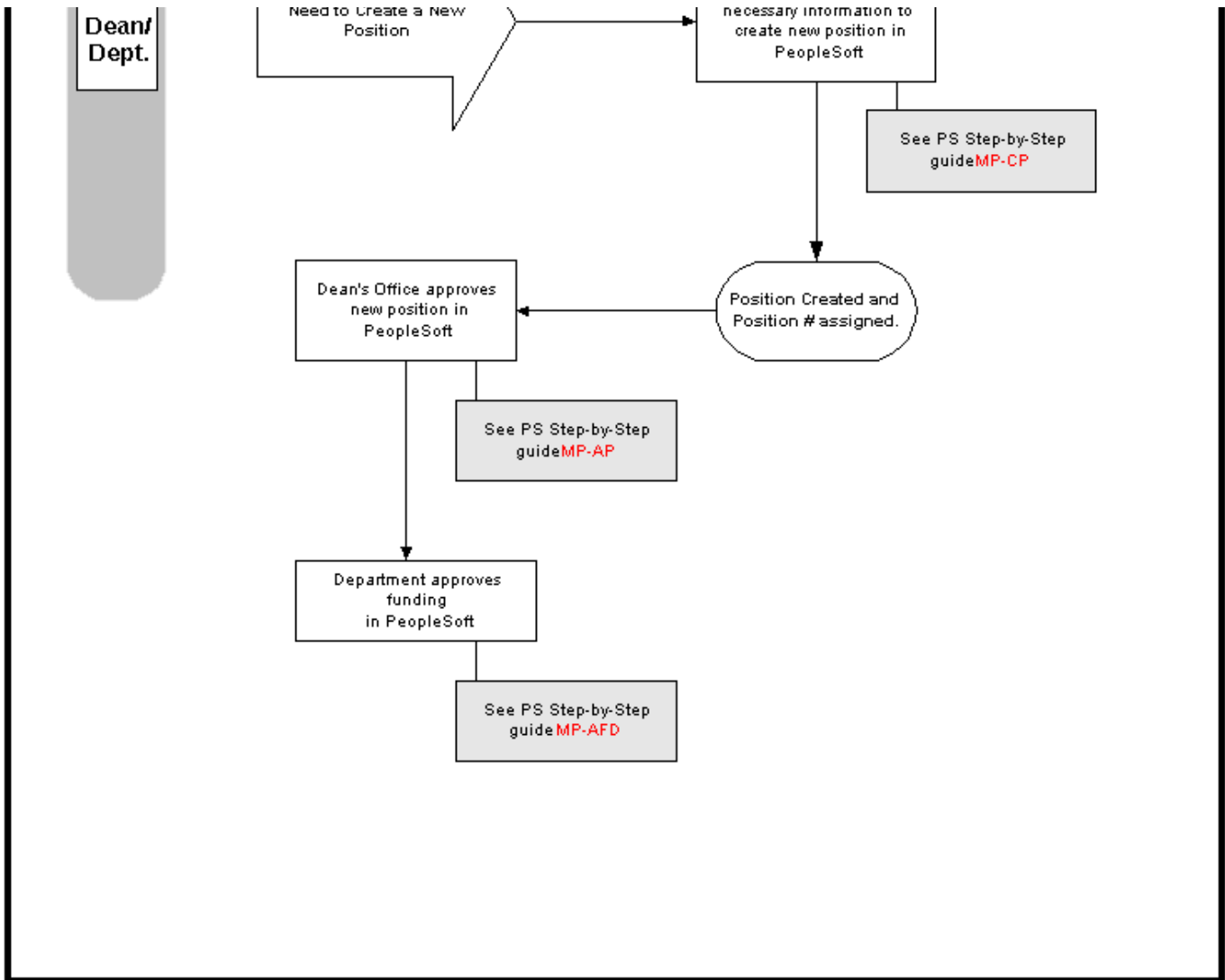
BOULDER CAMPUS
-Other Faculty

Boulder Other & Administrative Faculty - Create and Approve New Position

08/01/02



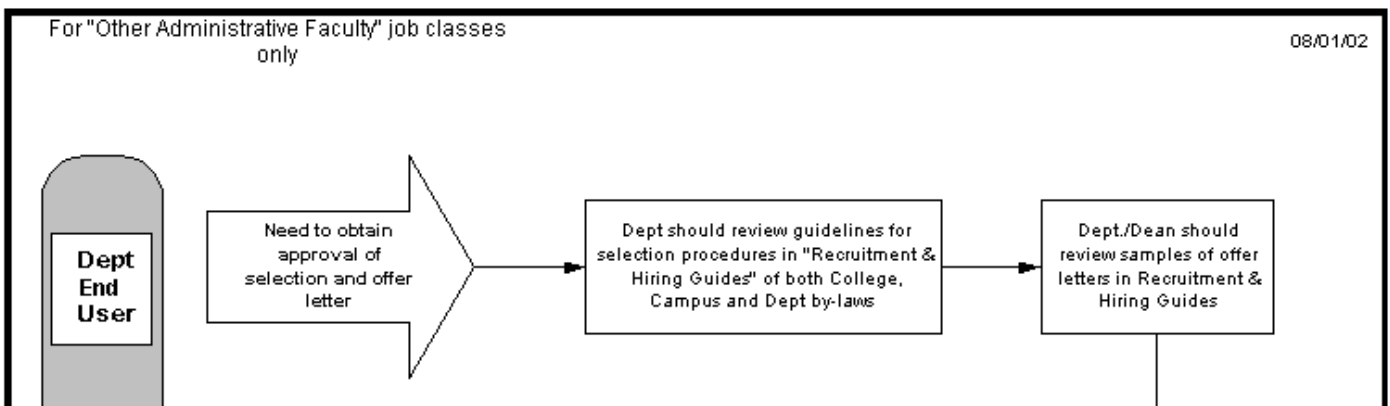
Department enters
.....

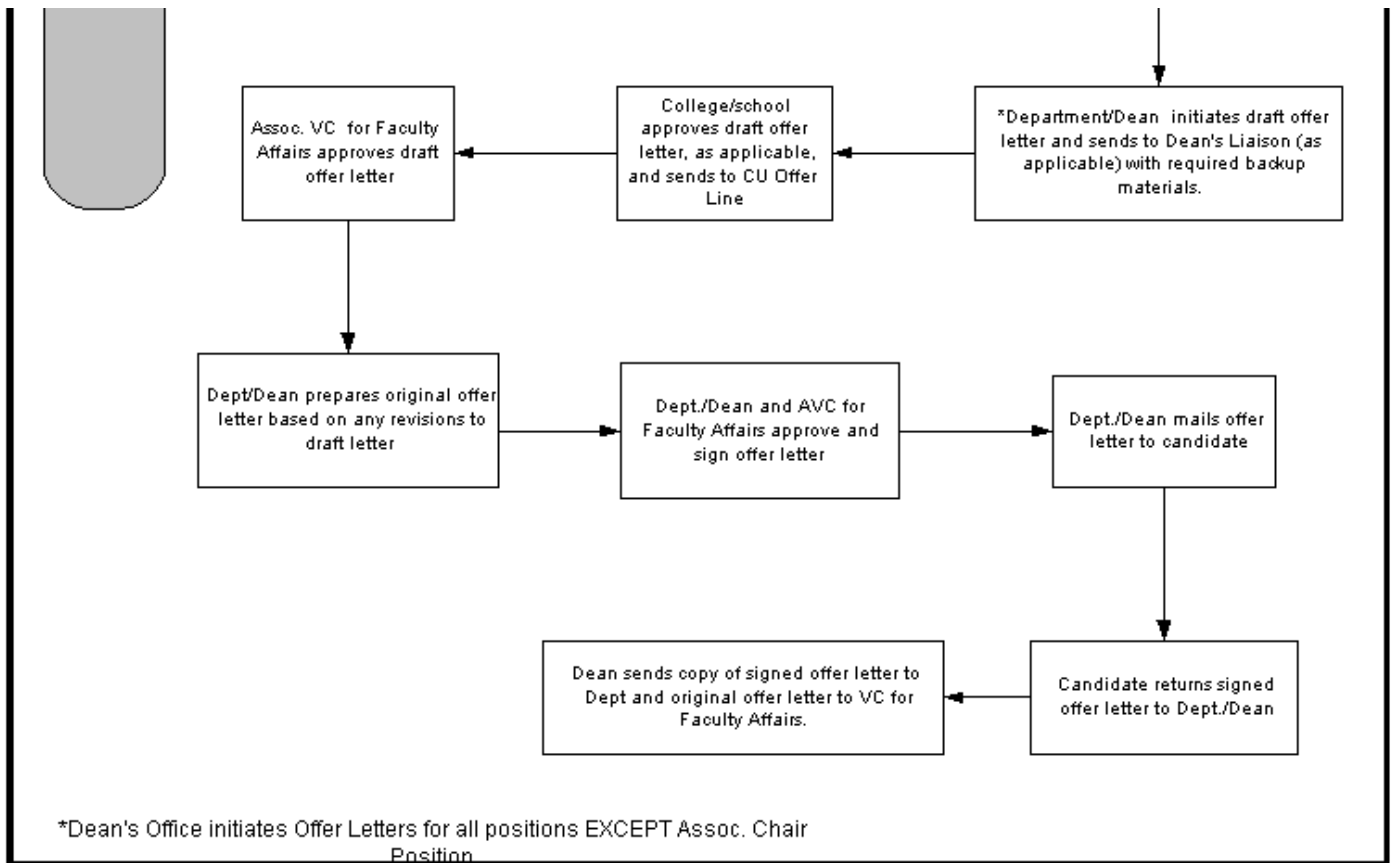


NOTE:

Check and re-use existing positions before creating a new one.
 Use for both "Other Faculty" and "Other Administrative Faculty"

Boulder Other (Administrative) Faculty - Selection and Offer Letter Approval Process

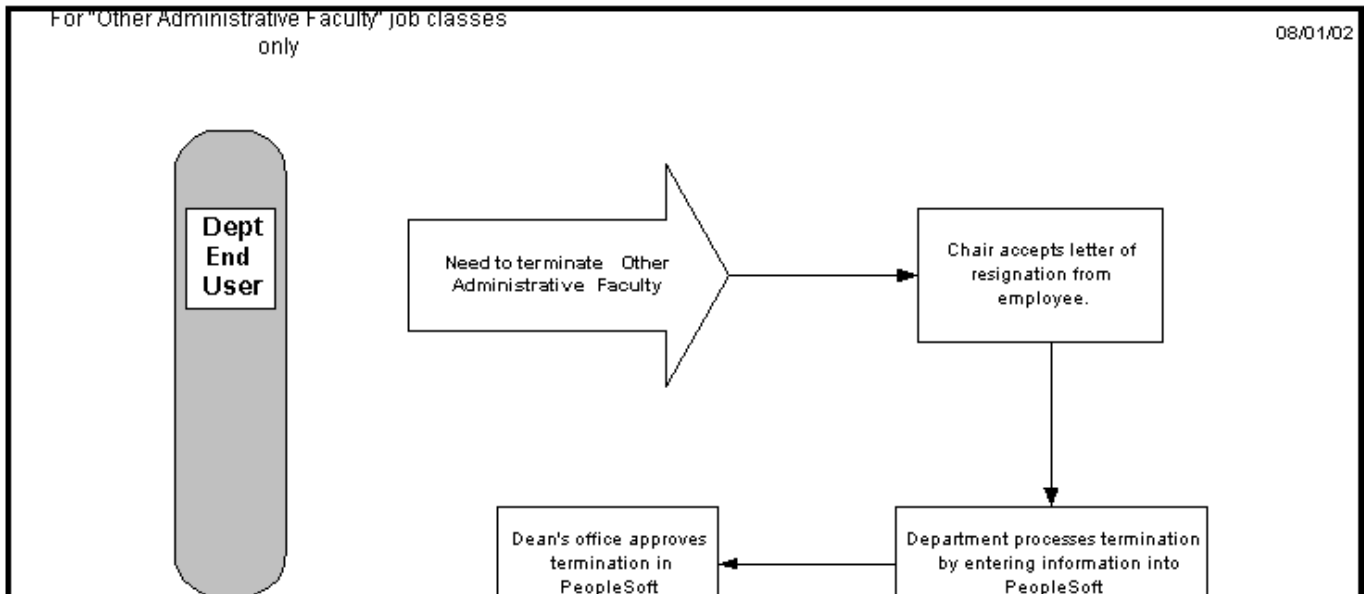


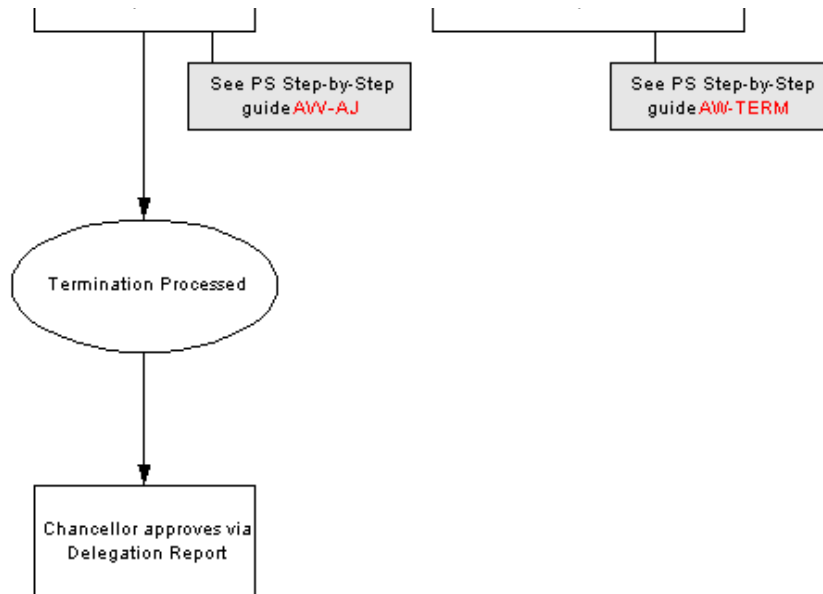


NOTE:

Chair and Associate Chair Positions may require a Faculty vote.
 Chair reappointment requires a new review process

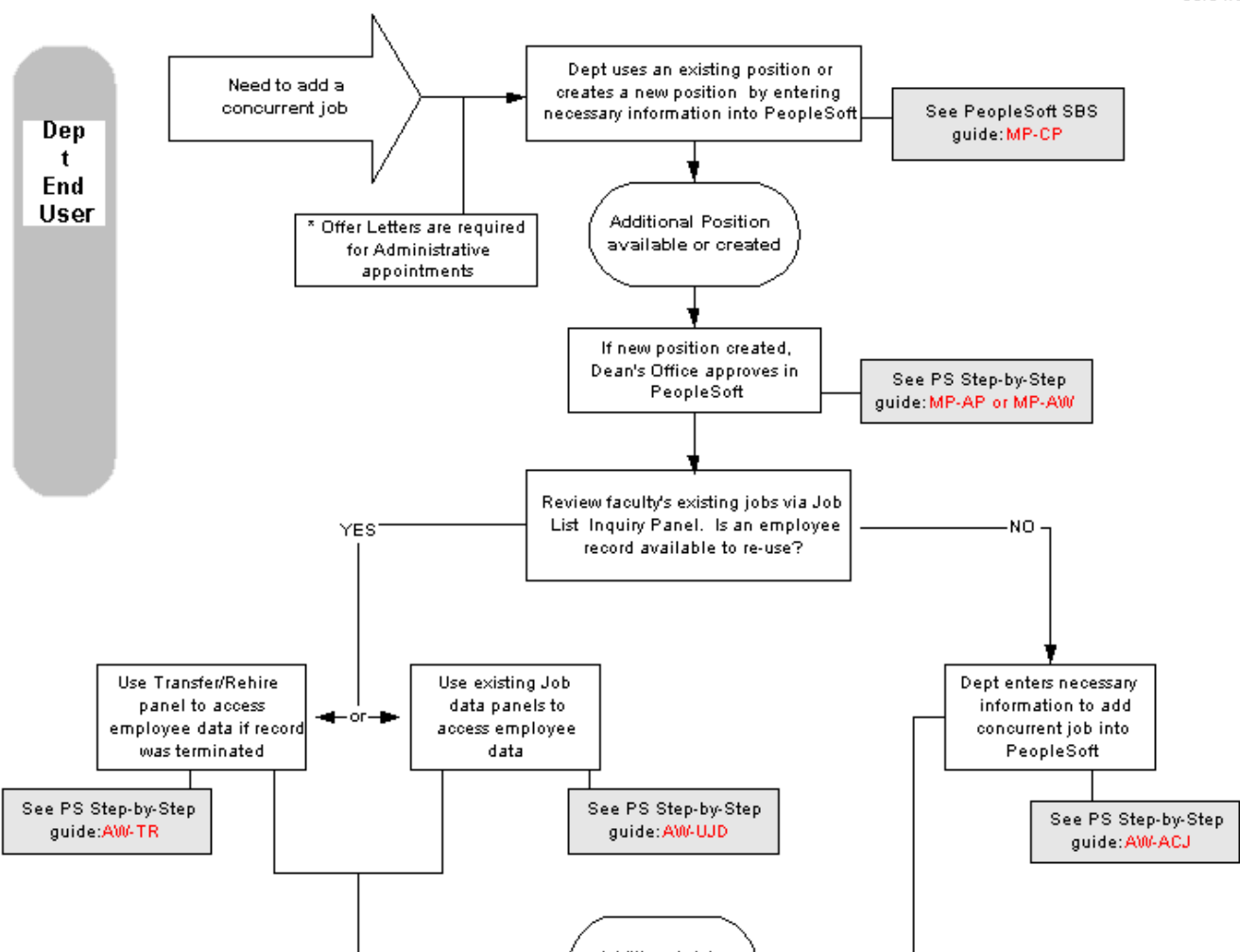
Boulder Other (Administrative) Faculty - Termination and Approval Process

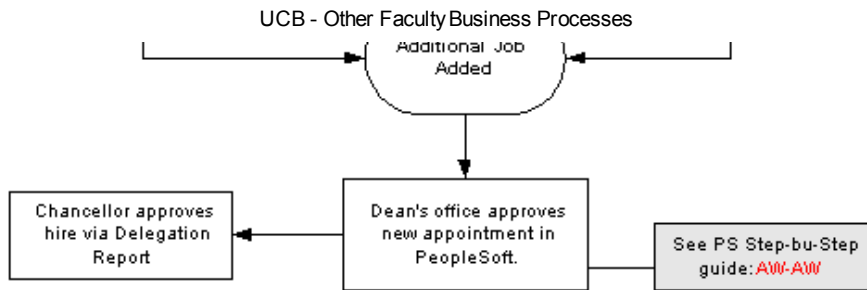




Boulder Other Faculty - Adding a Concurrent or New Summer Job

08/01/02





NOTES:

This process is used when an employee already has an existing job in the system and is being hired for an additional job during the AY and for the creation of new summer faculty positions, including teaching and research.

Department must identify a position to be used for the appointment.

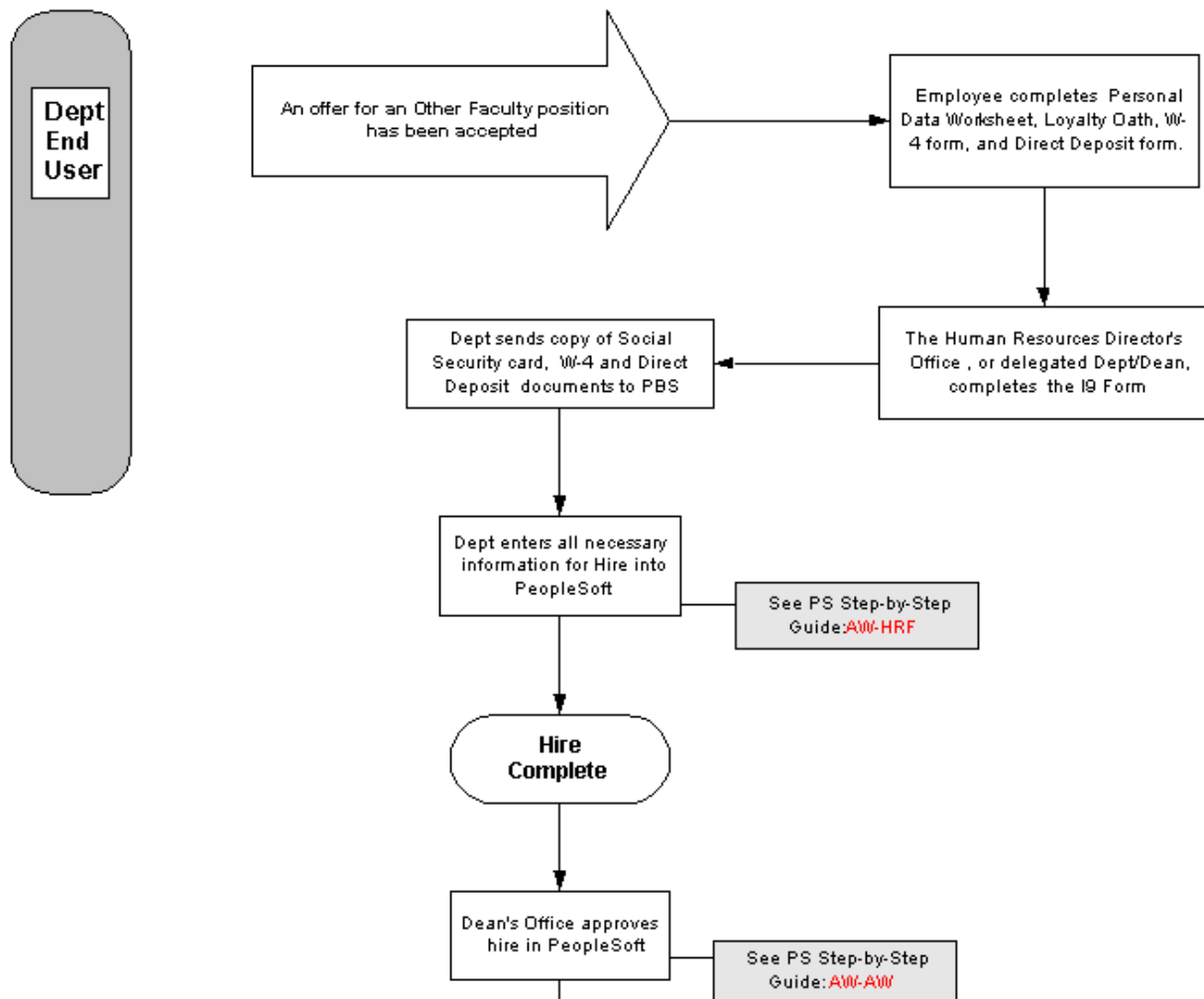
Call PBS for help with Rehire/Transfer, if necessary.

Descriptions and comments must include "Summer Appointment Teaching" or Summer Appointment Research".

Refer to summer session memo at http://www.cu.edu/pbs/pbs_documents/UCB-Summer-Session_04-15-2002.doc

Boulder Other Faculty - Hire and Approval Process

08/01/02





Chancellor approves
hire via Delegation
Report

NOTE:

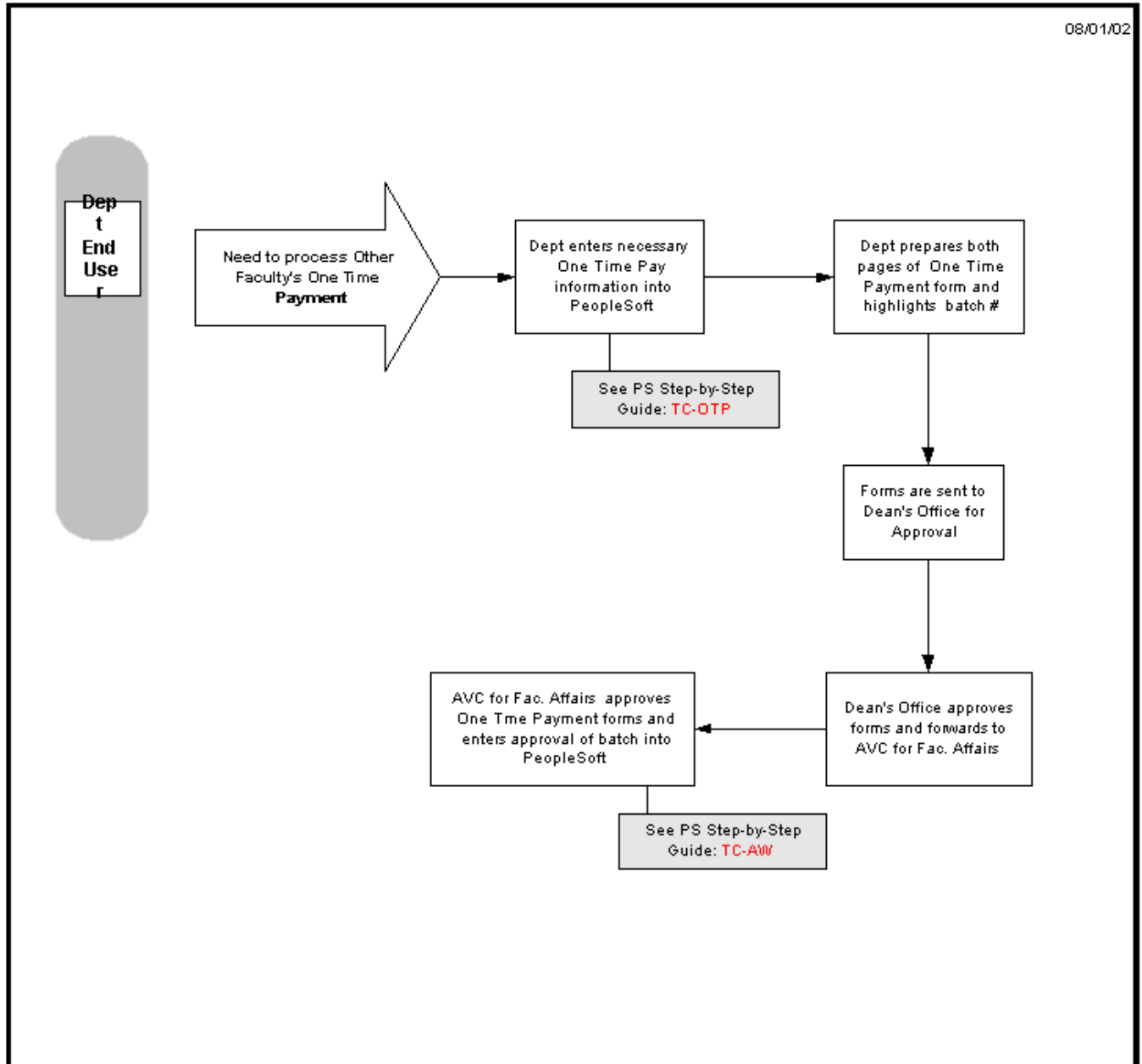
To determine benefits eligibility, please contact PBS @ 735-6300 and check PBS website http://www.cu.edu/pbs/pbs_documents/EligibilityMatrix_03-20-2002.xls

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

VERIFY FUNDING. System will automatically take you to Funding Distribution panel if an Appt. End Date is entered.

Please complete the Emergency Contact panel.

Boulder Other Faculty - One Time Payment and Approval Process

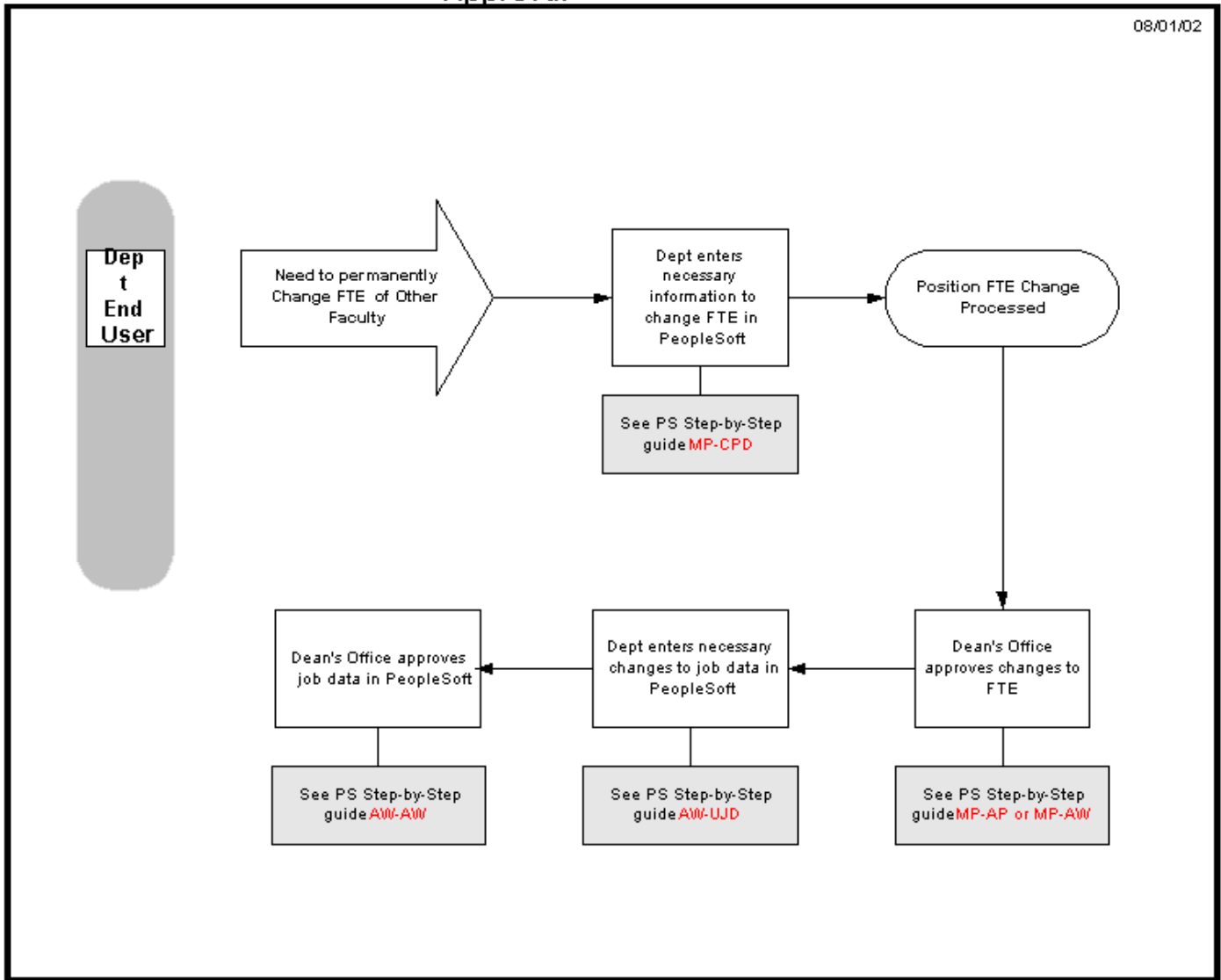


NOTE:

This process is for non-base building one time payments.
 See Campus policy at http://www.cu.edu/pbs/hr_forms/One_Time_Payment.xls
 If a Handdrawn check is included with the One Time Payment, it is NOT to be entered into PeopleSoft. This is to avoid duplicate payments.

Boulder Other Faculty - Permanent Change in Position FTE and Approval

08/01/02



NOTES:

This process is ONLY used at the position level, and ONLY for a permanent change in FTE for an employee in their current position. Make this change on the 1st day of pay period

Boulder Other Faculty - Selection and Offer Letter Approval Process

For "Other Faculty" job classes only

08/01/02

