

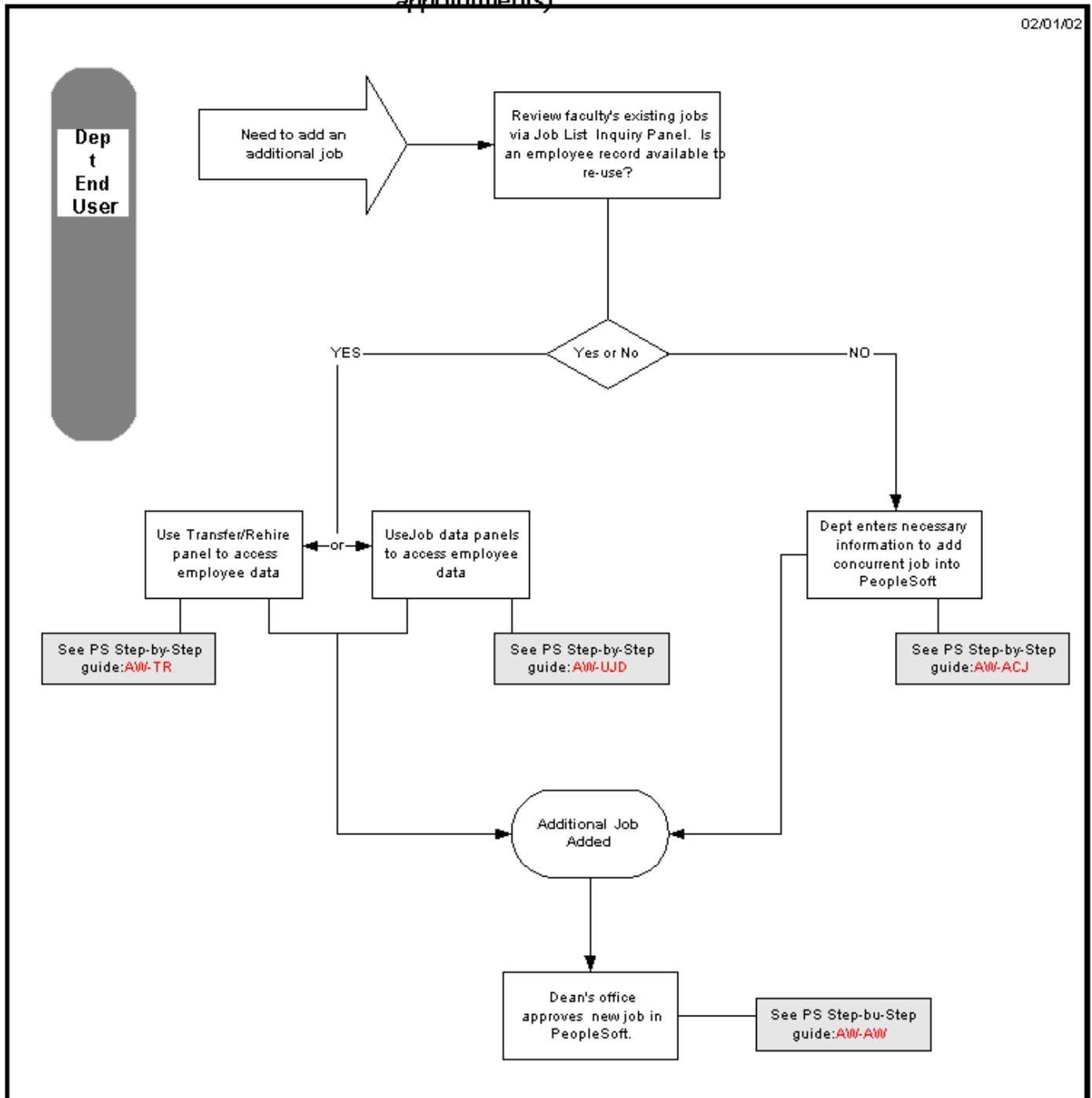
HUMAN RESOURCES BUSINESS PROCESSES

CAMPUS SPECIFIC PROCESSES

BOULDER CAMPUS -Regular Faculty

Boulder Regular Faculty - Adding a Concurrent Job (including split appointments)

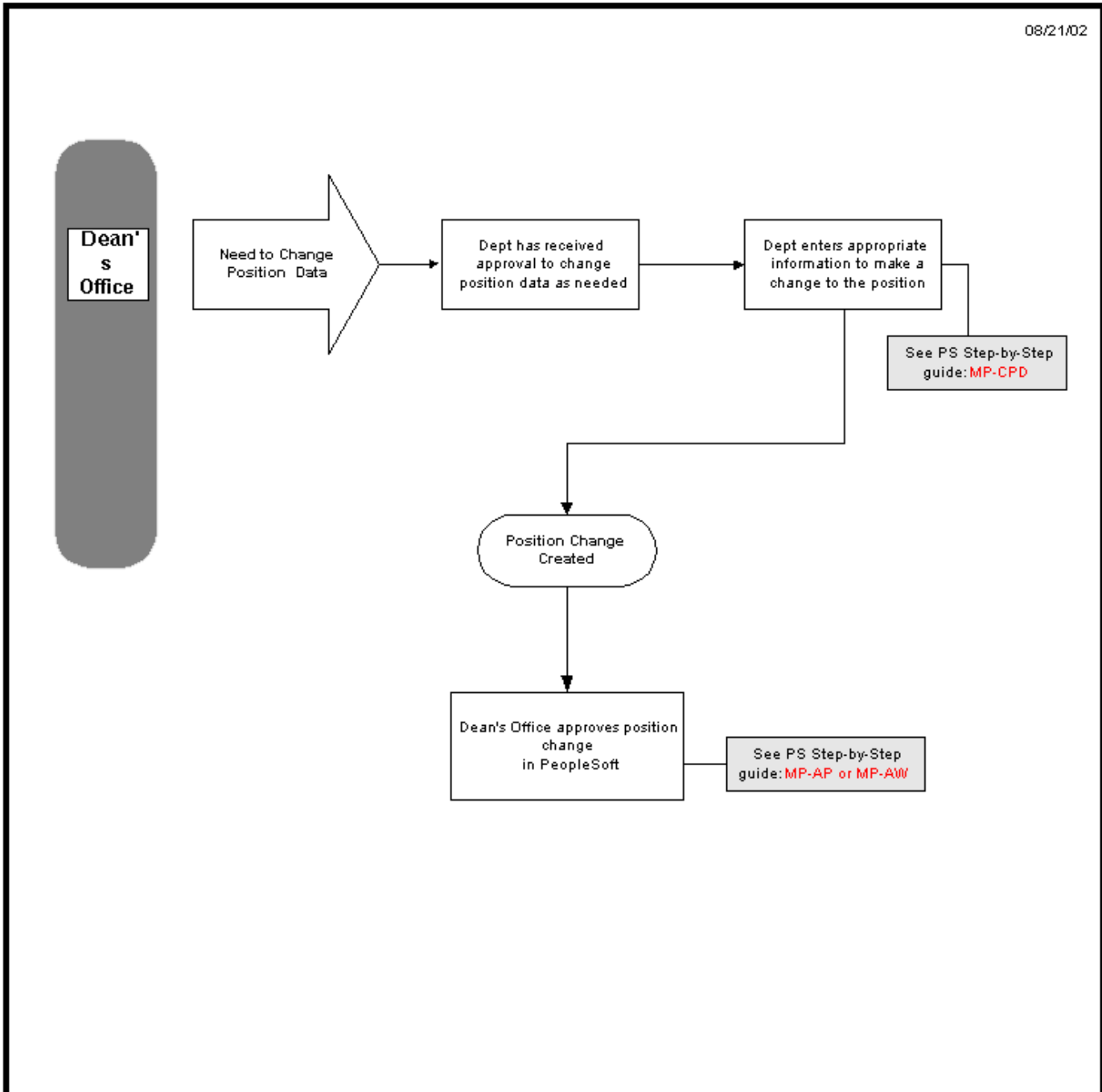
02/01/02



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.
 Department must identify a position to be used for the appointment.
 Call PBS for help with Rehire/Transfer, if necessary.

Boulder Regular Faculty - Change and Approve Encumbered Position



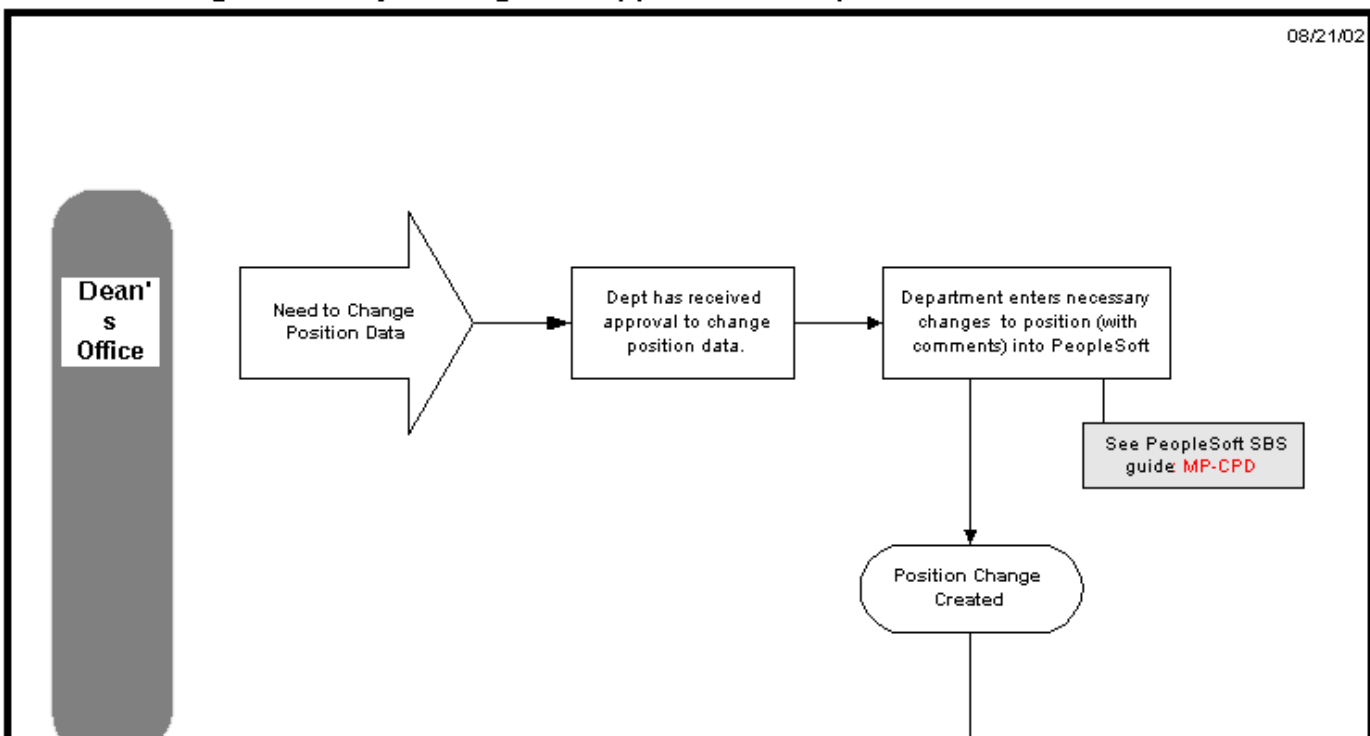
NOTES:

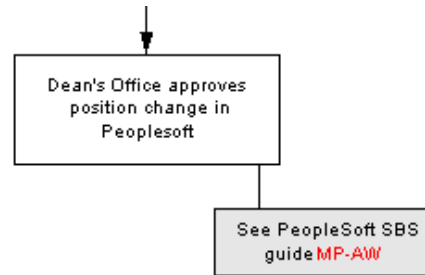
"Update encumberents" will update job data.
 Only changes to the position that do not involve changes in job code (faculty

rank) should be done using this process. See Reclassification map for process to change job code.
Used to reactivate a position after a failed job search.

Boulder Regular Faculty - Change and Approve Unoccupied Position

08/21/02



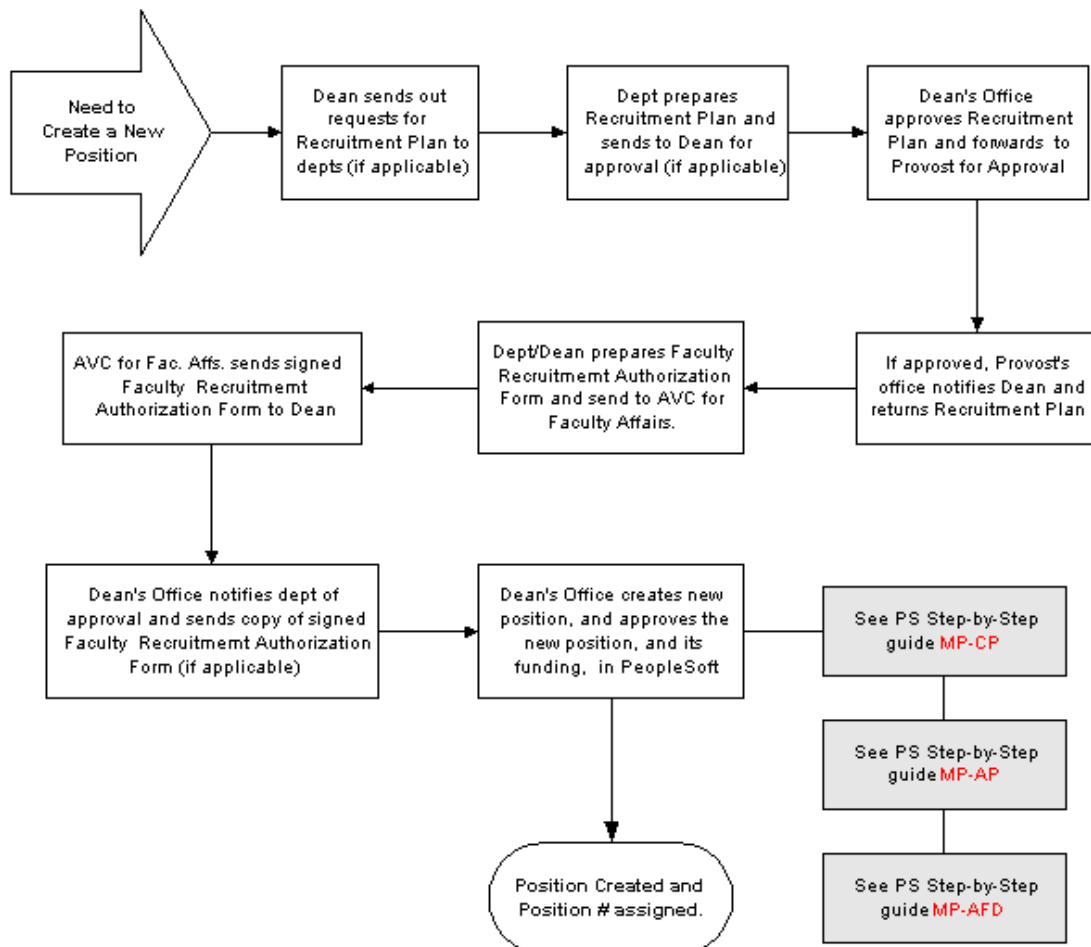


NOTES:

Only changes to the position that do not involve changes in job code (faculty rank) should be done using this process. See Reclassification map for process to change job code.
Used to reactivate a position after a failed job search.

Boulder Regular Faculty - Create and Approve New Position

08/21/02



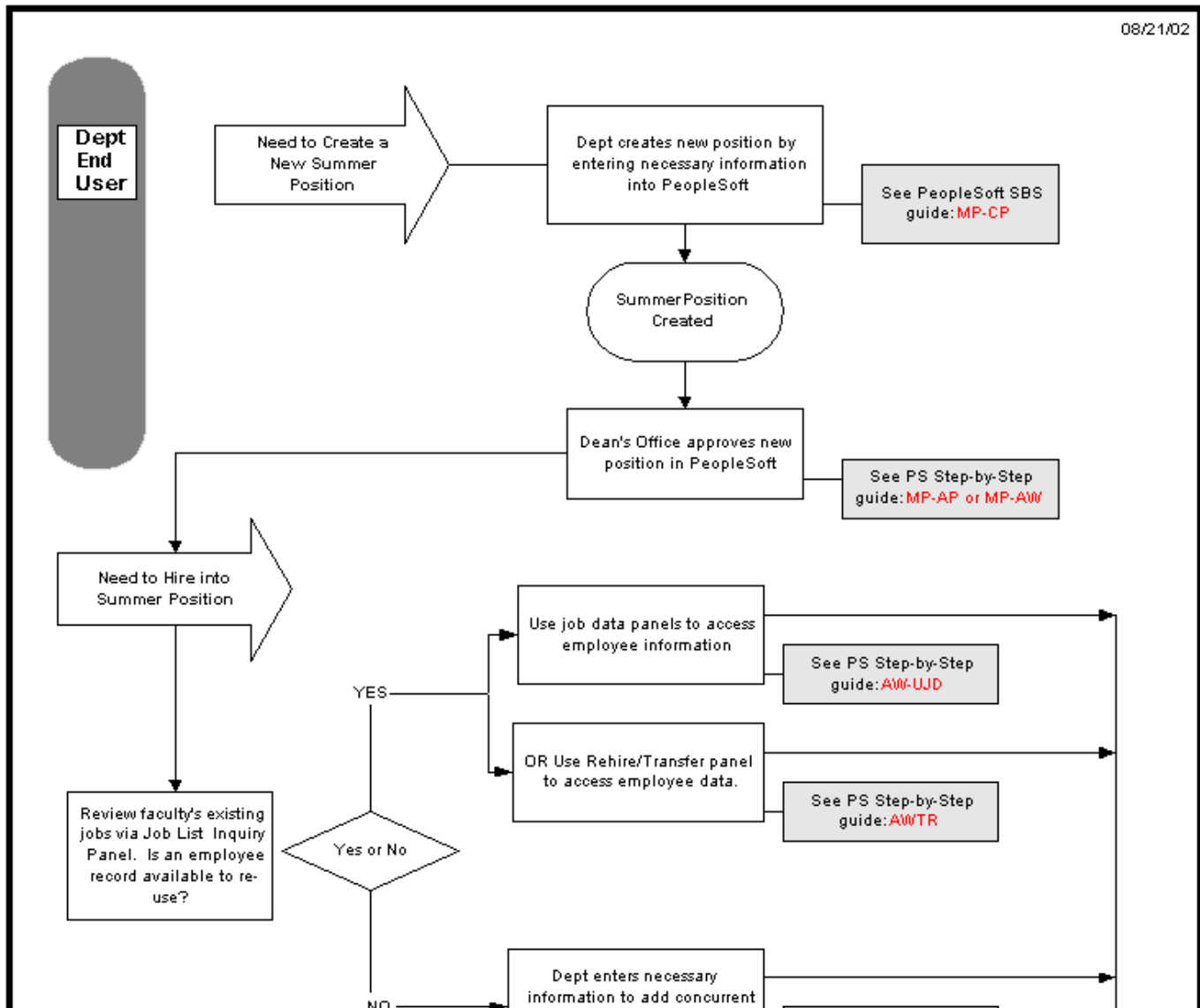
NOTE:

The Department can check the status and funding of the position on-line. Positions are not re-used. If a search was unsuccessful, the Position # will be de-activated and must be re-activated for a new search.

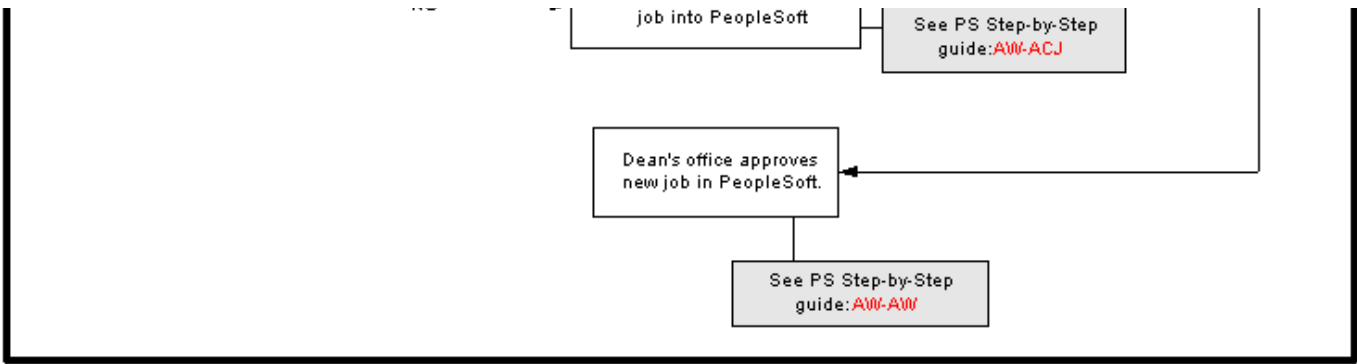
* Comments must identify what position is for, i.e., rank, sub-discipline, and source of funding

Boulder Regular Faculty - Create New Summer Position, Hire, and Approve

08/21/02



UCB - Regular Faculty Business Processes

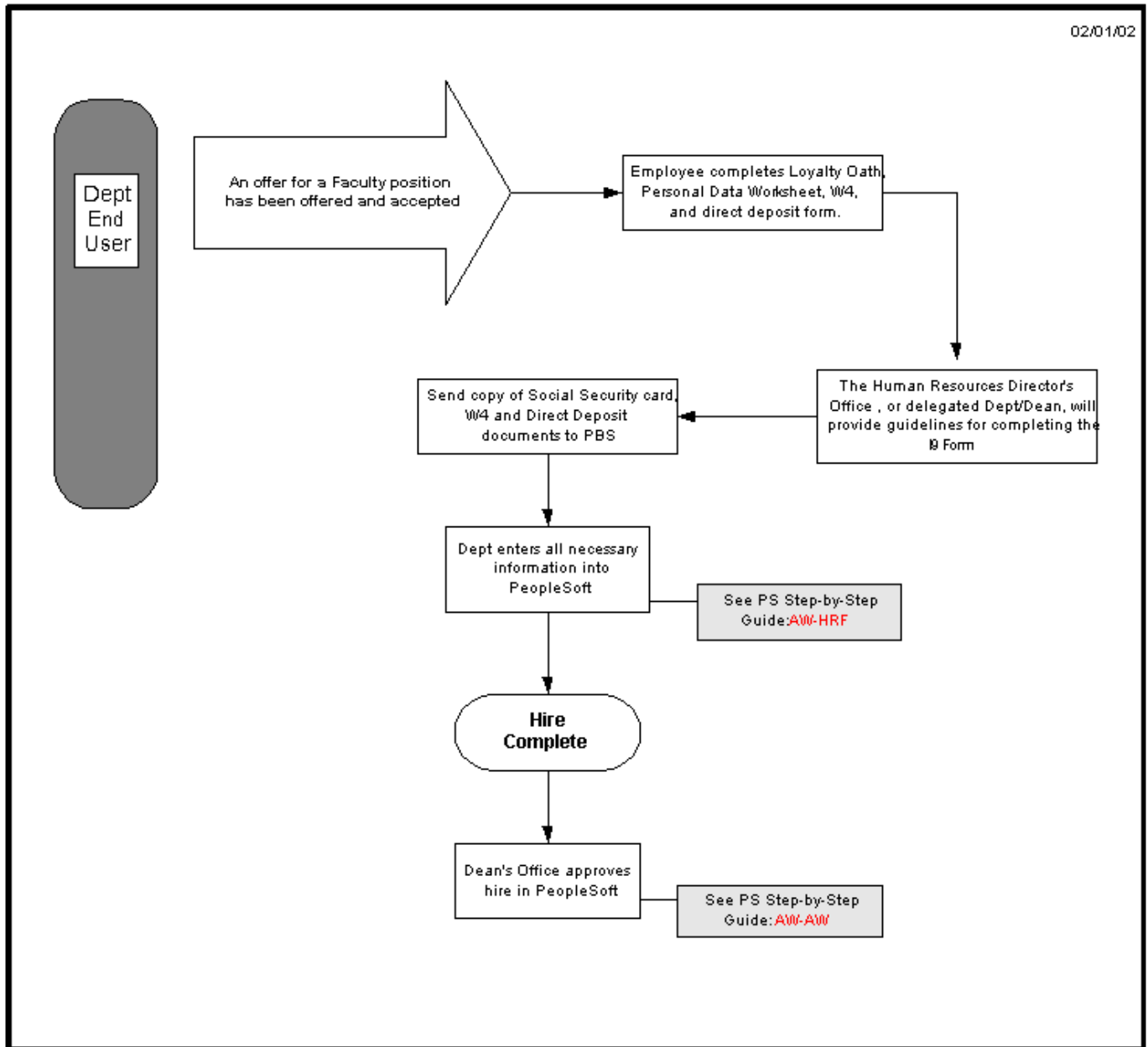


NOTE:

This process is necessary for the creation of **new summer** faculty positions, which can include teaching, research, or administration. Descriptions and comments must include: "Summer Appointment Teaching" or "Summer Appointment Research" Refer to Summer Session Memo for details.

Boulder Regular Faculty - Hire and Approval Process

02/01/02

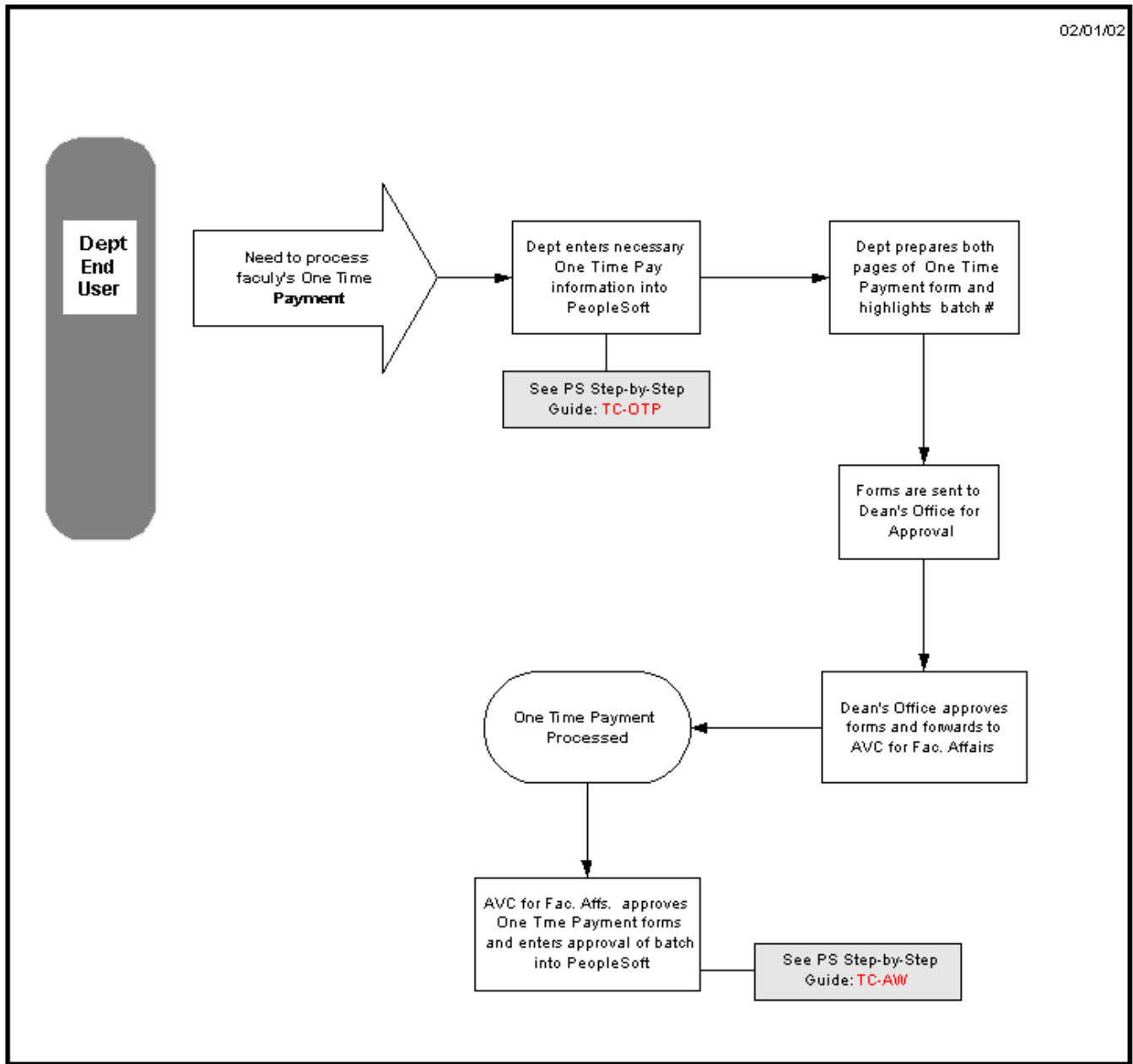


NOTE:

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.
 Academic Year (AY) is 9 months long, from 9/1 to 5/31.
 Please complete the Emergency Contact panel.

Boulder Regular Faculty - One Time Payment and Approval Process

02/01/02

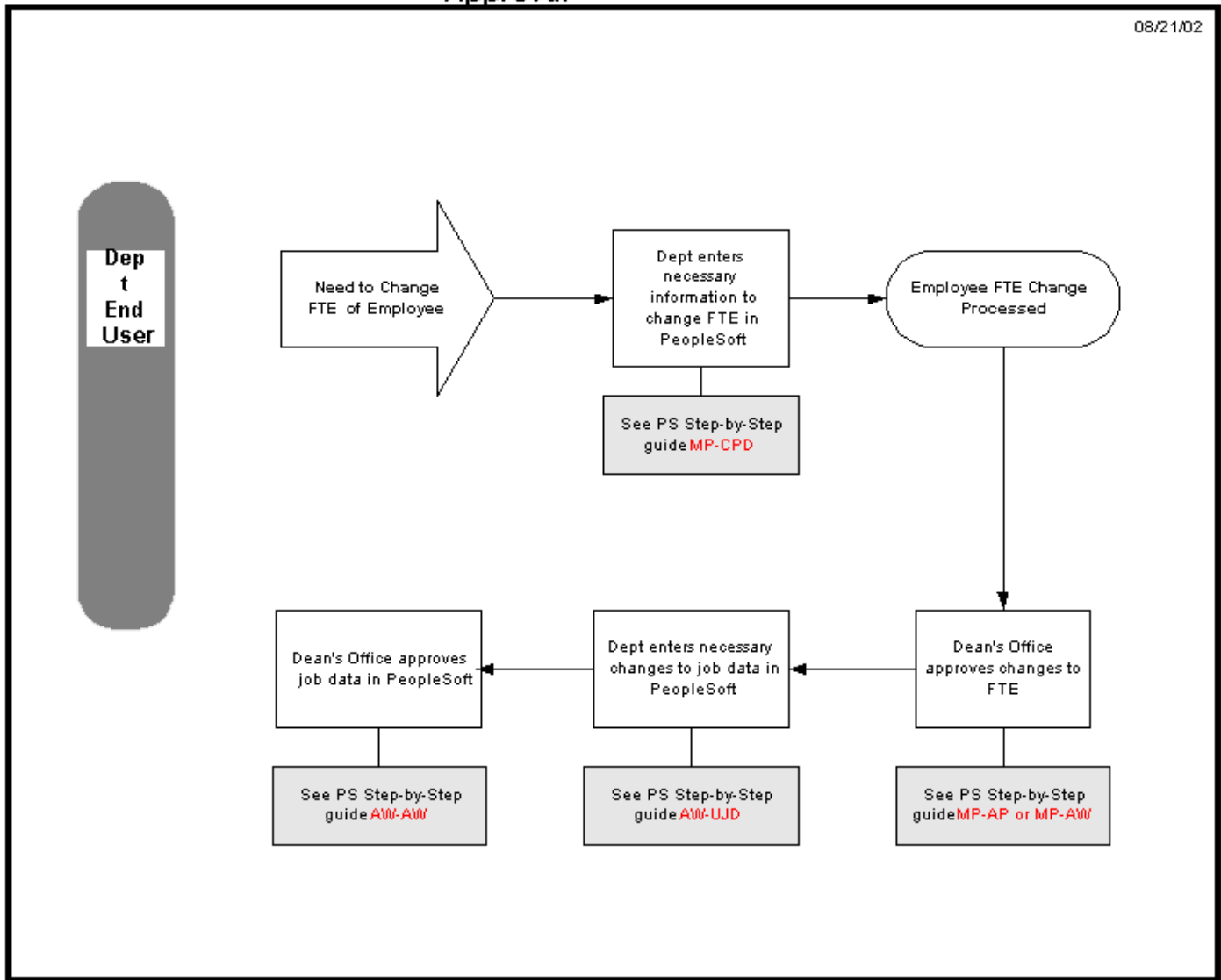


NOTE:

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

Boulder Regular Faculty - Permanent Change in Position FTE and Approval

08/21/02

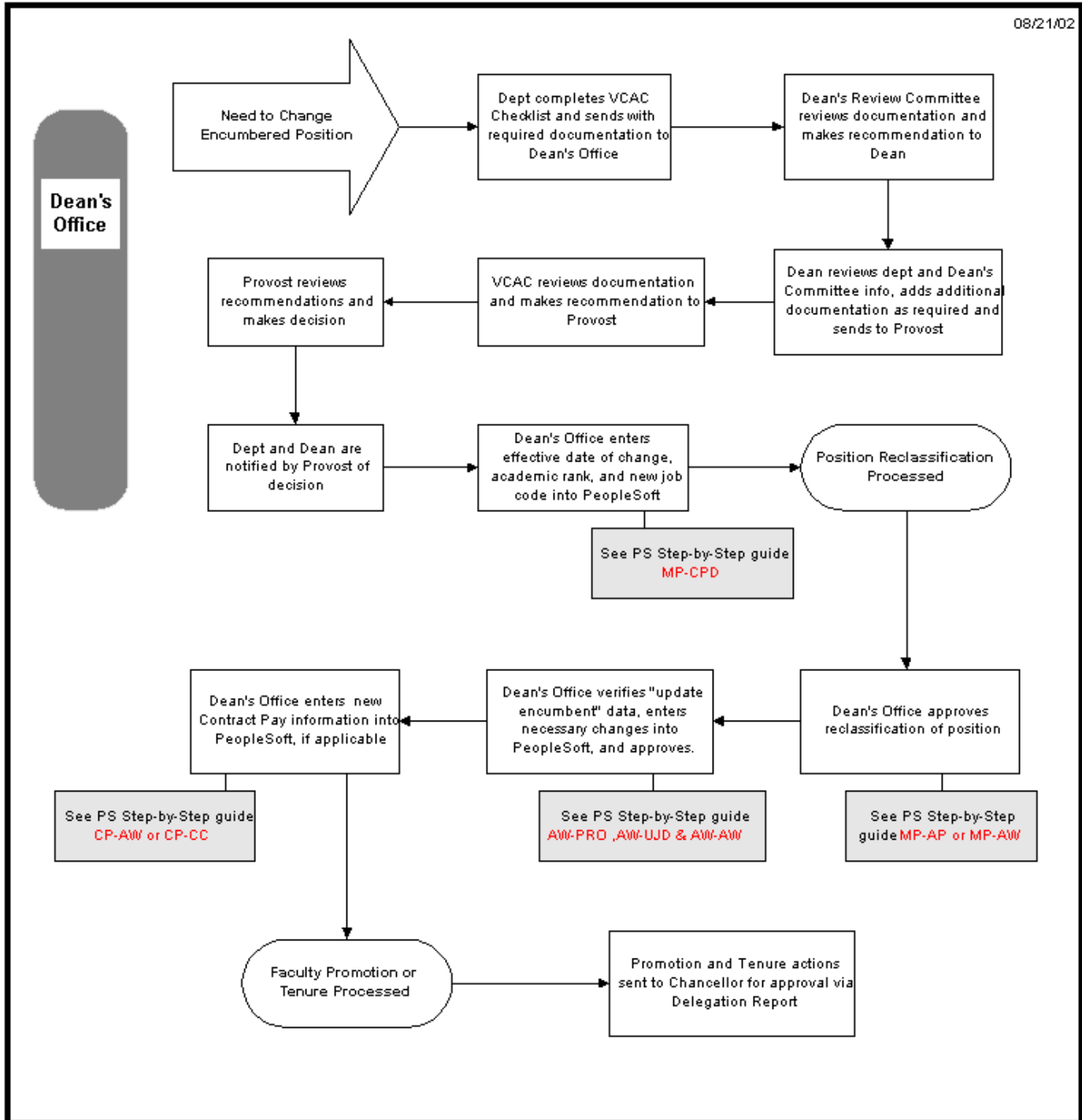


NOTES:

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 Regular Faculty - Promotion, Tenure and Approval Process

08/21/02

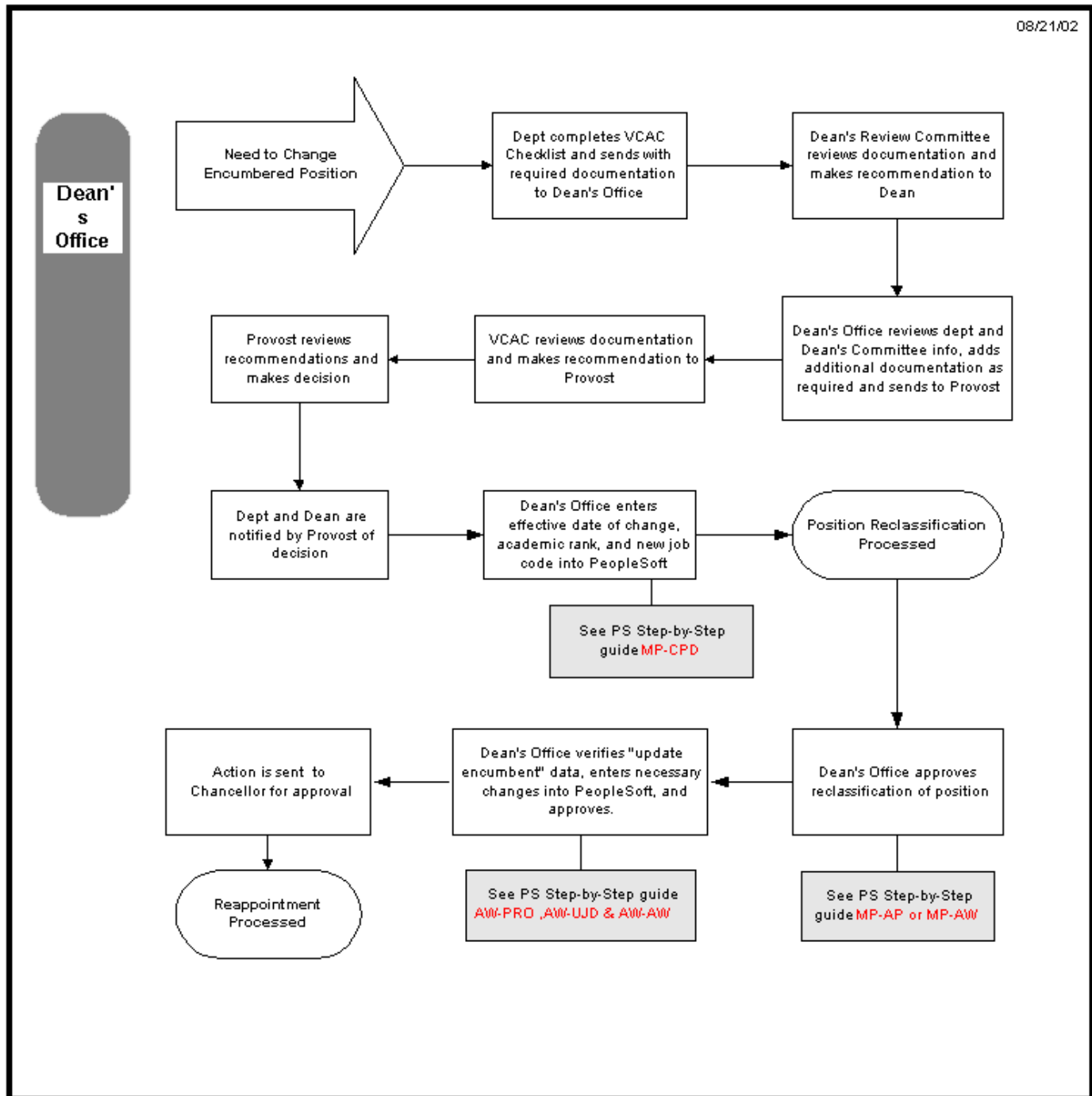


Notes:

This process is used to make position changes for faculty undergoing promotion or tenure. These position changes will not be approved until the Vice Chancellor has made a decision regarding the faculty member's case.

Boulder Regular Faculty - Reappointment and Approval Process

08/21/02

**Notes:**

This process is used to make position changes for faculty undergoing reappointment. This position change will not be approved until the Provost has made a decision regarding the faculty member's case. Please enter appointment end date on the "Employee Data" panel in Administer Workforce for all tenure track faculty.

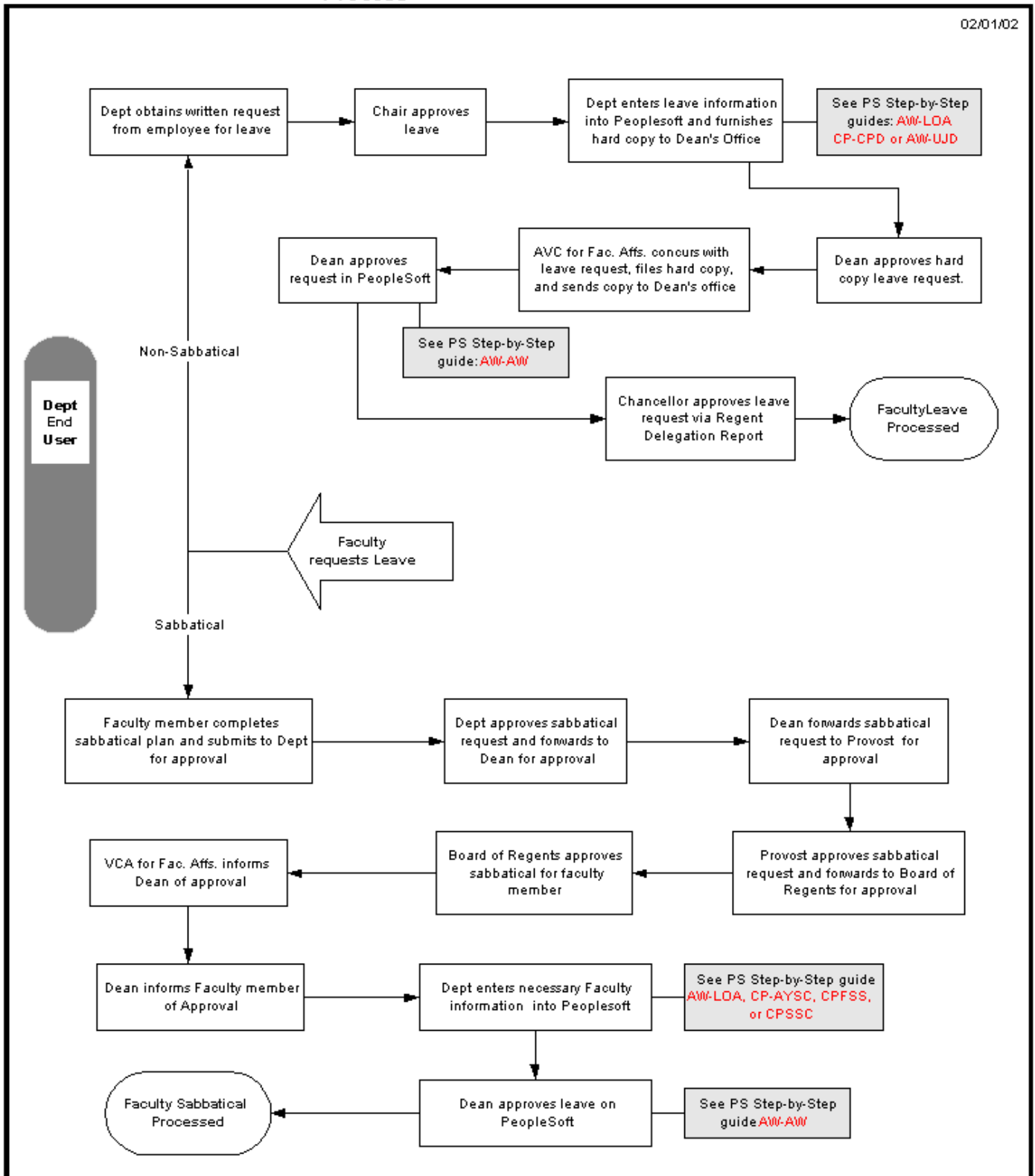
New position data will be updated to employee's job data via the update encumbants process.

Position changes may not be needed for reappointments. They are only needed if there is a change in Job Code.

If the effective date of a proposed change is future dated, the compensation rate must be verified.

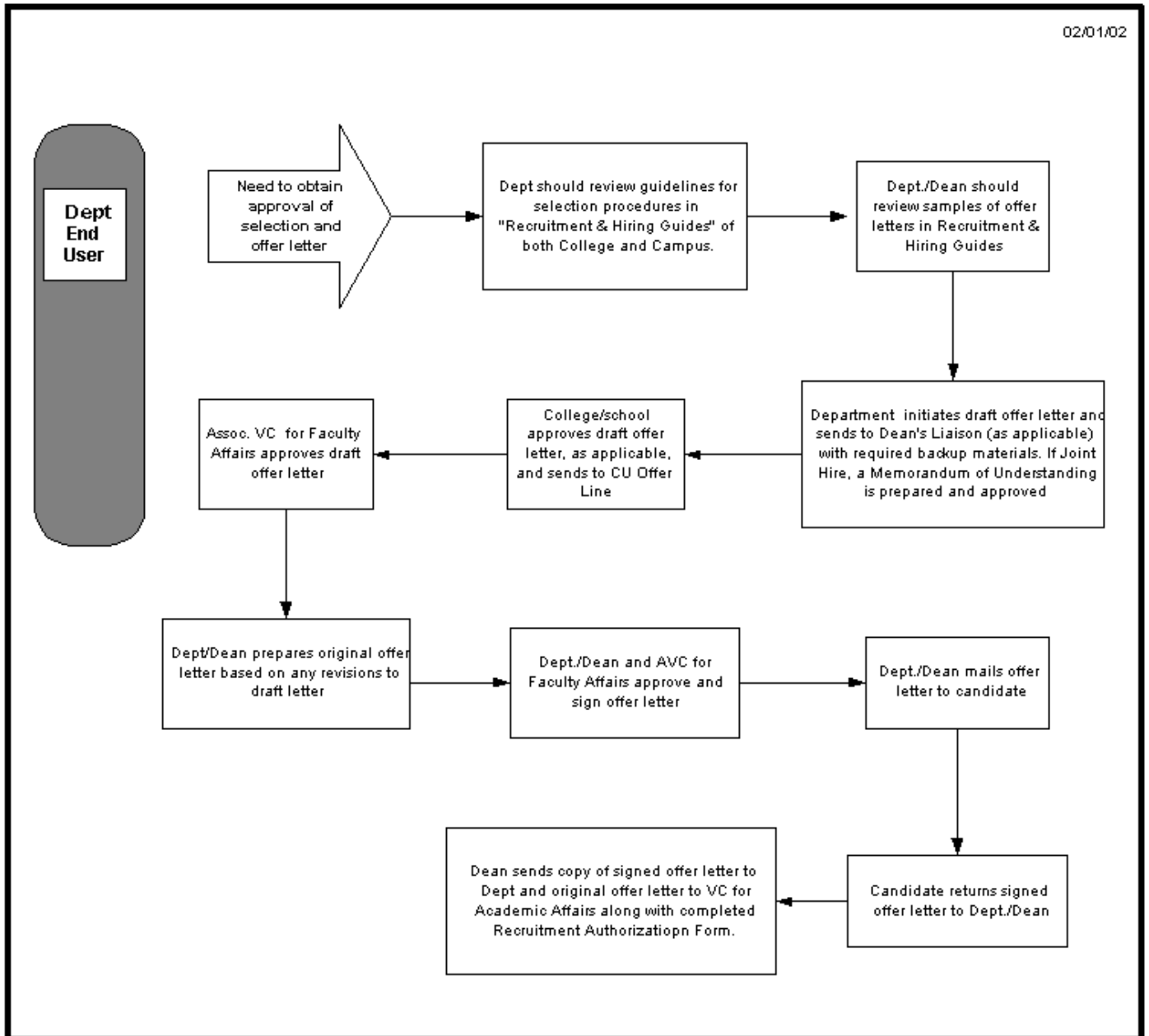
Boulder Regular Faculty - Sabbatical and Other Leave Process

02/01/02



Boulder Regular Faculty - Selection and Offer Letter Approval Process

02/01/02

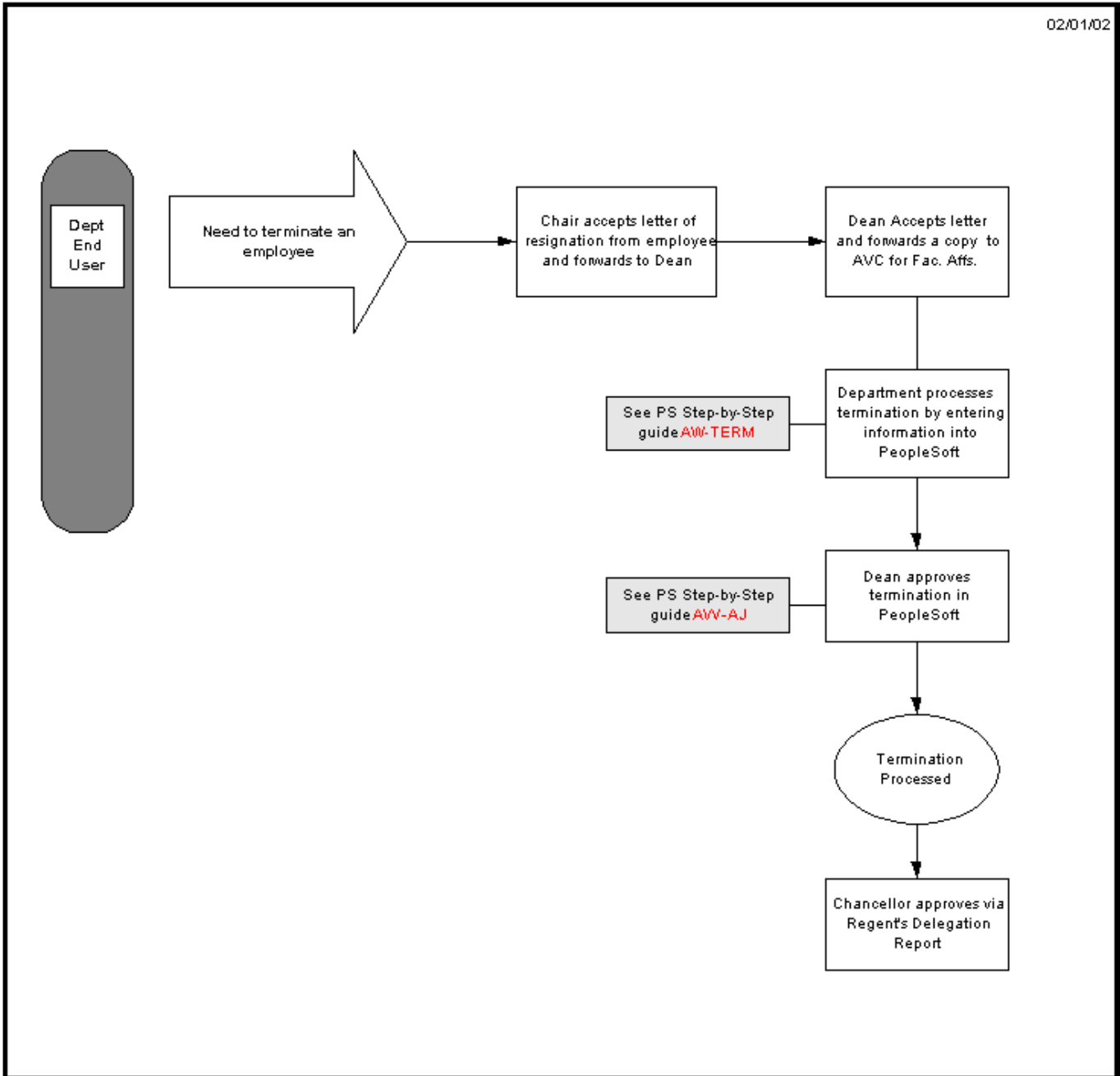


NOTE:

These processes occur outside of PeopleSoft
 Additional approvals and documentation may be required for specific situations, e.g., spousal hires, salaries over \$50,000, start-up commitments, hires with tenure, etc.

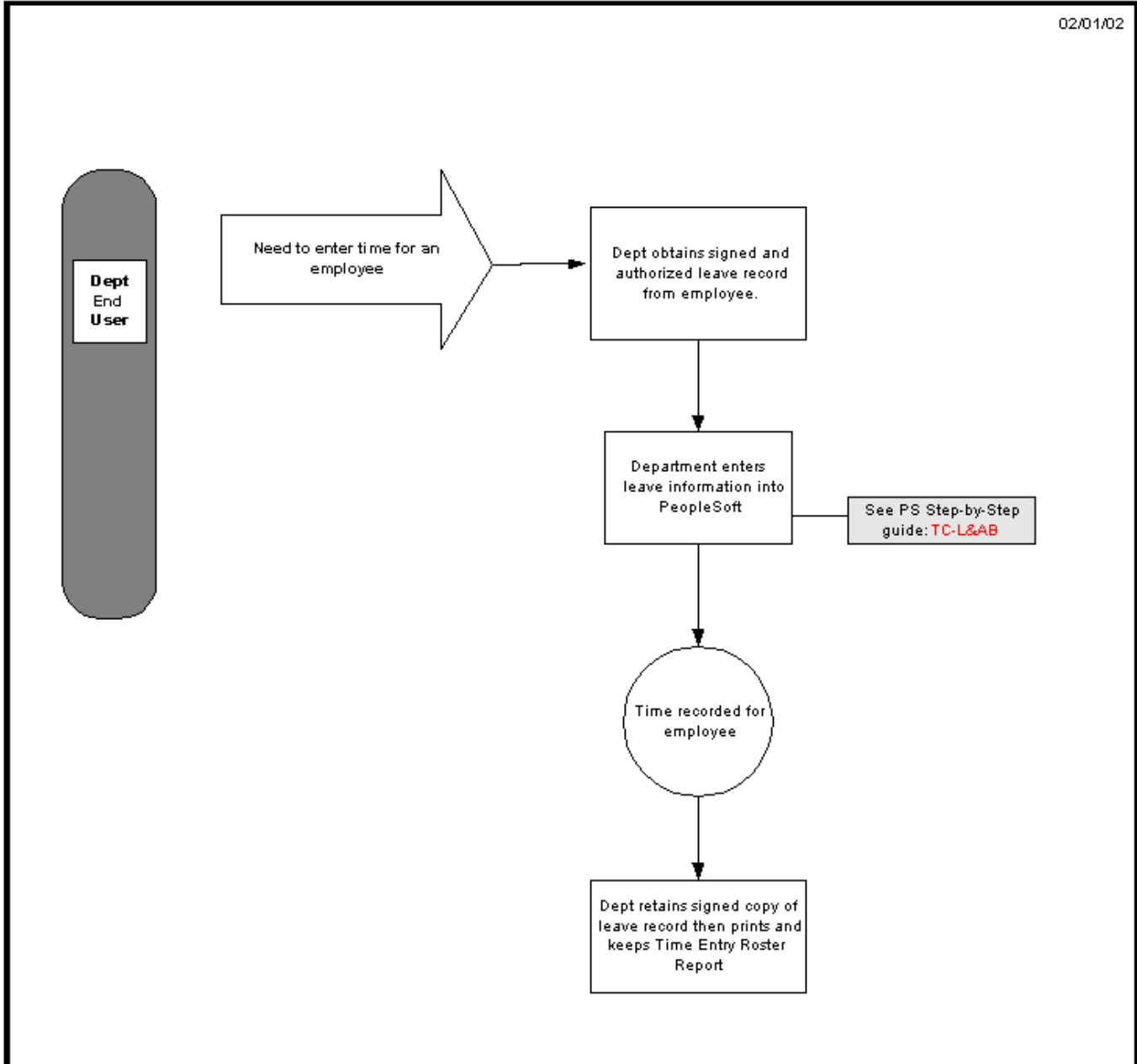
Boulder Regular Faculty - Separation and Approval Process

02/01/02



Boulder Regular Faculty - Time Entry for 12 Month Faculty

02/01/02



NOTE:

The authorized individual who signs the time entry roster report should not be the same individual who entered the data into the system. This process does not take the place of the Employee Work Record.

