

Electronic Appointment Process Instructions
Unclassified Appointments
(updated 12/9/2008)

Important

The Electronic Appointment Process is not used for the following actions:

- Extra Duty Compensation (EDC) payment requests. Use the EDC form to pay exempt, benefits-eligible PSU employees for work that is in addition to their regular duties.
- Appointments for benefits-eligible employees from another Kansas Board of Regents (KBOR) institution or the KBOR office. The other KBOR institutions are Emporia State University, Fort Hays State University, Kansas State University, Kansas University and Wichita State University. Contact Administration and Campus Life (ext. 4107) for assistance in processing payment to these individuals.
- Summer school appointments for Continuing Tenure/Tenure Earning PSU employees. Departments will continue to process summer school appointments for these individuals on the summer school spreadsheets. The Electronic Appointment Process will be used for summer school appointments for Continuing Non-Tenure Earning employees as well as all Temporary appointments.

Generally

The first step in starting the electronic appointment process for an unclassified appointment is to determine if there is a position on the Position Inventory that can be used. The user will access the unclassified positions on the Position Inventory then review the list of positions. Note that positions are either eligible for benefits or not eligible for benefits. Unclassified positions that are not eligible for benefits will always have a Percent Time of 20%, and the Percent Time for a position that is not eligible for benefits cannot be changed through the electronic appointment process. Users can use the "Active Employee" or "Previous Employee" information to help select a position to use.

There should be enough positions on a department's Position Inventory that the user will rarely have to use Step 1 for an unclassified position. Users should call the Budget Office (ext. 4105) if he/she is unsure if a new position should be created in Step 1.

If there is not a position available on the department's Position Inventory that can be used, the user starts Step 1 - New Position Request. If there is a position on the Position Inventory that can be used, the user starts Step 2 - Search Request.

Step 1: New Position Request (Request a new position)

If the user needs to create a new unclassified position, use the "New Position Request" link to access the module to create the request. The "New Position Request" link is located on the left hand GUS menu bar and also under the "Hiring Process" link. The user uses the drop down boxes to make selections and enter data and text on the New Position Request module as needed. The user submits the request when the required fields have been completed. The system will display the module again after it is submitted. If there are Errors in the request, the user will see the Errors at the top of the request. The Errors must be corrected and the request resubmitted. **The user should also review any Alerts displayed at the top of the module.** When the request has been successfully submitted, the user will see the approval box at the bottom of the module. The approval box will show that the user has initiated the request and that it is ready for action by the next approver.

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The user should also upload a Position Description to the New Position Request. To upload a Position Description, click on the "Attachment" link, then browse to the file and upload.

When the New Position Request has been approved by all, the Budget office will set up a position in the HRS IBM database. The user will get an email with the position number to use in Step 2 – Search Request. The position number will appear on the department's Position Inventory, and the user will proceed with Step 2 - Search Request from the Position Inventory.

Step 2: Search Request (Assign salary dollars to the position and request to start the search process)

After the user has identified the position number on the Position Inventory to use, the user clicks on the position's "View" link under the Search column in the Position Inventory. The user uses the drop down boxes to make selections and enter text on the right side of the module as needed. The user submits the request when the required fields have been completed. The system will display the module again after it is submitted. If there are Errors in the request, the user will see the Errors listed at the top of the request. The Errors must be corrected and the request resubmitted. **The user should also review any Alerts displayed at the top of the module.** When the request has been successfully submitted, the user will see the approval box at the bottom of the module. The approval box will show that the user has initiated the request and that it is ready for action by the next approver.

Note that a Search Request for an unclassified position that is not eligible for benefits and is not in the Annual Operating Budget (AOB) does not require approvals. Search Requests for these positions are "fast-tracked" through the Search process. The result of this fast-tracking is that the user can immediately start an Appoint Request for the position after the Search Request has been submitted.

The user should also upload the following documents depending on if the position is or is not eligible for benefits. To upload the documents, click on the "Attachment" link and click on the type of attachment. Then browse to the file and upload.

- Position that is not eligible for benefits: Position Description

- Position that is eligible for benefits: Position Description
Timeline for Search Process
List of Search Committee Members
Advertisement

Note that if Step 1 -- New Position Request was completed, and a position description uploaded to that process, the position description will be part of Step 2 – Search Request. **Once a position description is uploaded to the position, it will remain on that position.**

Step 3. Appoint Request (Appoint an individual to the position)

Note that the individual must have a PSU ID# before the hiring department can start the Appoint Request. See "Criminal Background Check and PSU ID#," below.

After the Search Request has been approved by all, an individual can be appointed to the position. The user clicks on the position's "View" link under the Appoint/Fill column on the Position Inventory. The user uses the drop down boxes to make selections and enter text

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on the right side of the module as needed. The user will also enter the PSU ID# of the appointee. The user submits the request when the required fields have been completed. The system will display the module again after it is submitted. If there are Errors in the request, the user will see the Errors listed at the top of the request. The Errors must be corrected and the request resubmitted. **The user should also review any Alerts displayed at the top of the module.** When the request has been successfully submitted, the user will see the approval box at the bottom of the module. The approval box will show that the user has initiated the request and that it is ready for action by the next approver.

The Appoint Request will not move through the approval process, and the employee cannot start work, until the following have been completed:

- Criminal Background Check (if employee will work more than 6 months)
- Spoken English Assessment Form (teaching positions only)

Criminal Background Check and PSU Employee ID#

The electronic appointment process requires a PSU Employee ID# for the individual selected. In addition, a Criminal Background Check is required before an applicant can start work when they will work for PSU for 6 months or more. Note that the 6 months is determined by the current appointment and includes work from previous appointments as well. There are two forms to use that will take care of these issues – the PSU ID Worksheet and the Consent and Disclosure Form. The form that is used depends on the length of the appointment and whether the individual already has a PSU Employee ID#.

If the current appointment is less than 6 months, the department needs to address only the PSU Employee ID# issue. If the department knows that the individual has a PSU ID#, no other work is needed to take care of this issue and the user can start the Appoint Request. When the individual is appointed to the position, the system checks the individual's prior work history at PSU and determines if he/she needs a Criminal Background Check because he/she will work more than 6 months when adding the work time from the current appointment to the work time from previous appointment. If the user needs the Criminal Background Check, the Appoint Request module will display an Alert when it is submitted. The hiring department notifies the individual to complete a Consent and Disclosure Form and submit the form to EEO before the Appoint Request can move through the approval process.

If the department does not know if the individual has a PSU Employee ID#, (and the hiring department has been unable to find a PSU ID# by doing a name search), the department completes the PSU ID Worksheet if the current appointment is less than 6 months or the Consent and Disclosure Form if the current appointment is 6 months or more.

- a. **PSU ID Worksheet:** This worksheet is used for individuals who will not need to have a Criminal Background Check prior to appointment. Individuals who will not work for PSU for 6 months or more (based on the current appointment or cumulative) will not require a Criminal Background Check prior to appointment. **If the individual has never worked for PSU, and the current appointment is less than 6 months, the PSU ID# Worksheet should be completed and forwarded to EEO.** EEO will create a PSU ID# and will notify the hiring department. Note that the individual does not need to sign the form, so the hiring department could obtain the information over the phone.

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- b. **Consent and Disclosure Form:** This form is required for individuals who will need to have a Criminal Background Check prior to appointment. Generally, individuals who are appointed to benefits-eligible positions will require the check. **If the individual has never worked for PSU, and the current appointment is 6 months or more, the Consent and Disclosure Form must be completed by the individual and forwarded to EEO.** EEO will initiate the Criminal Background Check and also create a PSU ID#. The hiring department will be notified when the applicant can be appointed in the electronic appointment process. Note that the individual does need to complete and sign the Consent and Disclosure Form.

It is recommended that hiring departments obtain the Consent and Disclosure Form from each candidate it interviews on campus. When an individual has been selected, the hiring department sends ALL of the Consent and Disclosure Forms to EEO, and EEO will complete the Criminal Background Check on the selected applicant. The hiring department must send ALL Consent and Disclosure Forms to EEO and not keep any of these forms in the department because of the confidential information required on the form.

Spoken English Assessment Form

If the position is teaching, the module will display an Alert regarding the Spoken English Assessment form for the appointee. If a Spoken English Assessment is needed, the user will need to set up the Spoken English Assessment form by accessing the Spoken English Assessment link on the left side of the GUS menu bar. The user enters the PSU ID# of the appropriate student and faculty member who will need to electronically sign the Spoken English Assessment form. The student, faculty member, Chair and Dean will receive an email directing them to the electronic form on GUS for their approval.

The user should also upload the employees resume (new employees only). To upload the documents, click on the "Attachment" link and click on the type of attachment. Then browse to the file and upload.