Electronic Appointment Process
Unclassified Search Request FAQ's
(Updated 12/5/2008)

Tracking Number - See Graduate Assistant New Position Request

Amend Request?/Tracking Number of Amended Request

The user will select "Yes" to the Amend Request question when:

a.   An Appoint Request is still on the Power Grid <u>and</u> has been approved by everyone but needs to be changed (e.g. change the Appointment Length and/or Salary). The user will first access the Appoint Request on the Power Grid that needs to be changed and write down the Tracking Number of that Appoint Request. Then the user cancels that Appoint Request by clicking on the Cancel button. The user does not cancel the Search Request. After the Appoint Request is cancelled, start the Appoint Request using the same Position Number and change the radio button to "Yes" for the Amend Request question. A box will appear to enter the Tracking Number for the Appoint Request that was cancelled. See information below on how to find the Tracking Number. Be sure to note in "Describe the Specific Need for the Position" the specific reason for the amended request (e.g. appointee will teach an additional 3 hours during the Fall 2009 semester.)

b.   The employee has already been appointed by HRS (they are the Active Employee for the period of time), and the user needs to change their appointment (e.g. change the Appointment Length and/or Salary). The user starts a new Search Request using the same Position Number and changes the radio button to "Yes" for the Amend Request question. A box will appear to enter the Tracking Number for the Appoint Request that is being amended. See information below on how to find the Tracking Number. Be sure to note in "Describe the Specific Need for the Position" the specific reason for the amended request (e.g. appointee will teach an additional 3 hours during the Fall 2009 semester.)

If the Appoint Request is still going through the approval process, the user can cancel the Appoint Request and start a new one. Since the Appoint Request was cancelled before it had been electronically approved by everyone, the new Appoint Request is not amending a request. In this case, the user leaves the radio button on "No" for this question.

To locate the Tracking Number for the Search Request or Appoint Request that is being amended:

a.   If the Appoint Request is still on the Power Grid, the Tracking Number is the identifier in the "Request #" column.

b.   If the employee has already been appointed by HRS, go to the Position Inventory and find the position with the employee as the "Active Employee." Click on the Position Number link in the "Position Number" column. Look in the section called "Current/Previous Hiring Process Requests". This section lists the tracking numbers for the requests. The most recent Appoint Request should be on the top, and ends with an "A." Click on this link to verify that this is the Appoint Request that you want to amend.

Position Number - See Graduate Assistant Search Process

Department - See Graduate Assistant New Position Request

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Official Title Description - See Unclassified New Position Request

Working Title Description - See Unclassified New Position Request

Percent Time

> The Percent Time is determined by HRS/Budget based on the amount of time the position works. A position that is eligible for benefits is 50% or greater.
>
> Part-time positions that are not eligible for benefits are assigned a Percent Time of 20%.
>
> The user can only change Percent Time for a position that is eligible for benefits.
>
> If the Percent Time is changed, the Recommended Salary for Position should reflect the new Percent Time.

Appointment Length - See Graduate Assistant Search Process

Estimated Date Employee in the New Position Would Start - See Graduate Assistant New Position Request

Recommended Salary for the Position (Non-Exempt & Exempt

A. 1. Recommended Hourly Rate for the Position *(Only when POS Field #25 :FLSA Status" = "N")*

> Unclassified positions that are non-exempt as determined by the Fair Labor Standards Act are paid an hourly rate. The system will determine a default Recommended Hourly Rate for non-exempt positions that are included in the Annual Operating Budget when the Appointment Length is Fiscal Year or Academic Year. The user can change the Recommended Hourly Rate as needed.
>
> The system will not calculate a default Recommended Hourly Rate for a position that is not included in the Annual Operating Budget or for a position that is included in the Annual Operating Budget but the Appointment Length is "Other," "Fall Semester," "Spring Semester," or "Summer Semester 1, 2 or 1 & 2." The user must enter a Recommended Hourly Rate for these requests.
>
> Users can contact Human Resource Services for help determining the hourly rate.

A. 2. Recommended Salary for the Position *(Only when POS Field #25 "FLSA Status" = "N")*

> The system calculates the Recommended Salary for non-exempt positions that are included in the Annual Operating Budget when the Appointment Length is Fiscal Year or Academic Year by multiplying the hourly rate x 2080 (if the Appointment Length = Fiscal Year) or 1560 (if the Appointment Length = Academic Year) x the Percent Time. The Recommended Salary for these positions can only be changed by changing the Recommended Hourly Rate.
>
> The system will not calculate the Recommended Salary for a non-exempt position that is not included in the Annual Operating Budget or for a position that is included in the Annual Operating Budget but the Appointment Length is "Other," "Fall Semester," "Spring Semester," or "Summer Session 1, 2 or 1 & 2." The user may enter a Recommended Salary for these positions if desired, but it is not required.

B. 1. Recommended Salary for the Position *(Only when POS Field #25 "FLSA Status" = "E")*

> The Recommended Salary for the Position is the total salary that will be paid to the employee considering the Appointment Length, the Percent Time, and the Salary Term in the Appoint Request.

Funding - See Graduate Assistant New Position Request

Funding Source (State General Fund – 104 - Only)

> Funding Source information is needed only for positions funded from State General Fund (104).
>
> If the position is not included in the Annual Operating Budget, identify the Funding Source for the Recommended Salary for the Position.
>
> If the position is included in the Annual Operating Budget, identify the Funding Source for the additional salary if the Recommended Salary for the Position is higher than the budgeted salary.

Describe the Specific Need for the Position - Do not need

Tenure Earning – See Unclassified New Position Request

Comments - See Graduate Assistant New Position Request

Total Cost of Position – See Unclassified New Position Request.

Attachments - See Graduate Assistant New Position Request