HR Front End Transaction – Academic Professional Reappointment (Non Budgeted)

Transaction type – Reappointment

Routing required – Department initiates and routes, College reviews and routes, HR reviews and applies

New I-9 if needed (international with update re employment eligibility)

The University of Illinois uses Tracker for completing I-9s. The employee must complete and sign (electronically) Section 1 on or before their first day of work for pay. The appropriate I-9 Manager or Designated Agent must complete and sign (electronically) Section 2 no later than the third day of work for pay. The I-9 must be completed in Tracker before the HR Front End transaction is routed to campus human resources/Student Employment. Campus human resources/Student Employment will return any transaction that does not have an I-9 completed in Tracker. Should a transaction be returned, the unit must ensure the I-9 is complete in Tracker, then route the transaction once again to campus human resources. Failure to complete the I-9 in a timely manner and/or attached to the HRFE transaction can delay payment to the employee.

HR Front End procedure (details – steps)

1. Find employee, go to ERV
2. Select “Reappointment” from the transaction menu
3. Select the job to be reappointed by clicking on it, click Continue.
4. Enter Job Begin and Job End Dates for the reappointment; click Continue (this will take you back to ERV).
5. Choose the correct job by clicking on it to expand
   a. Change Job FTE (in decimal style 0.01 to 1.00), if necessary – this will automatically recalculate the 3 salary fields Note: you will receive a message indicating the default earnings hours/unit value corresponding to this job has been updated. Click OK
   b. Change MONTHLY salary, if necessary
   c. Verify timesheet org (defaulted from position budget org)
   d. Add job comments and click the Add Comment button. Note that once the comment is added you cannot change or remove it.
   e. Verify job labor distribution – if change is needed for current data, click on that field, overwrite the numbers and click Update. If an additional line is needed, use vertical blanks field, enter data, click Add LD
6. If necessary, add attachment(s) as follows:
   a. Click Attachment tab
   b. Click Add Attachment
   c. Click Browse, select document to attach (either on your hard drive or network drive)
   d. Click Open
   e. Click Add, select document type
   f. Repeat as necessary for additional documents
   g. Once all are listed, click Upload. Check the message at the top of the screen to ensure that no error occurred.
   h. Click Done
   i. You may change the doc type from ERV by clicking the drop down box, select appropriate document type and click Save.
7. Click Memo Tab, enter memo with your contact e-mail address & phone number.
8. Review all changes, Route.
9. College retrieves from group inbox, takes ownership, reviews, and routes (may require more than one College route depending on the orgs involved).

10. Central HR retrieves from Group Inbox, Take Ownership, review and Apply