

Summer Appointment Processing

For all Professor or Lecturers → Use PageUp

For all Summer Reappointments → Use Self Service Banner EPAFS

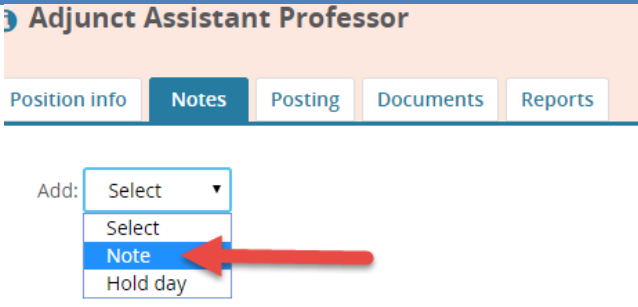
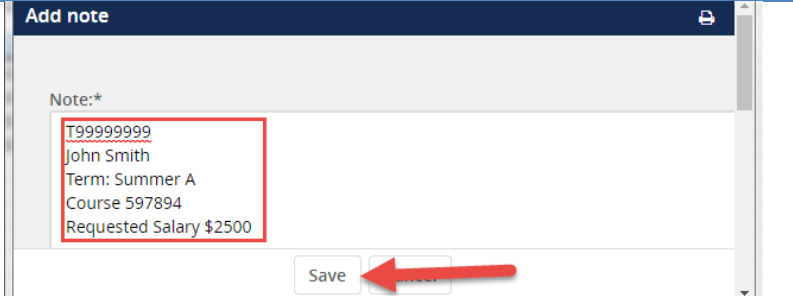
For all **New Hires and First Time Summer Appointments** (on applicable pooled positions) → Use PageUp

Applicable Pooled Positions:

Adjuncts	35	6139
Part Time Instructors	31	6129
Course Assistants	84	6469
Fee based Instructors	81	6159

****See additional processing notes for this group, below****

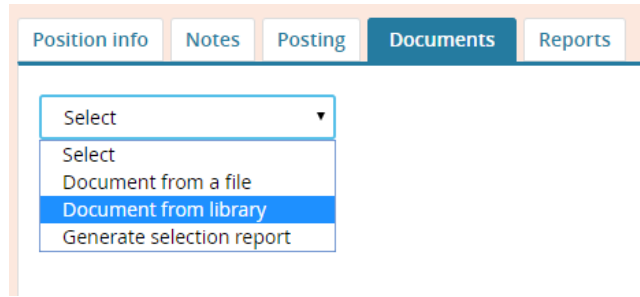
- Course Information is required for each hire. Needed data elements are as follows:
 - TCID
 - NAME
 - Summer Term (A, B, AB)
 - Course No.(s)
 - Requested Salary

What you need to do	What you will see
<p>If hiring ONE Incumbent, input additional info in NOTES tab:</p> <ul style="list-style-type: none"> • On requisition, click 'Notes' tab • From 'Add' dropdown, select 'Note' 	
<ul style="list-style-type: none"> • In pop up box, input applicable information • Click 'Save' 	

If hiring MULTIPLE incumbents and using headcount management, attach listing of summer appointment assignments to requisition

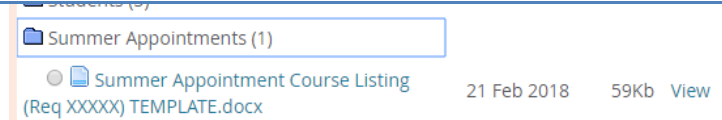
STEP 1: Navigate to template

- On requisition, click Documents Tab
- Select 'Document from library'



STEP 2: Download template

- Scroll to folder 'Summer Appointments'
- Locate file: Summer Appointments Course Listing (Req XXXXX) TEMPLATE.docx
- Click 'View'



STEP 3: Complete template

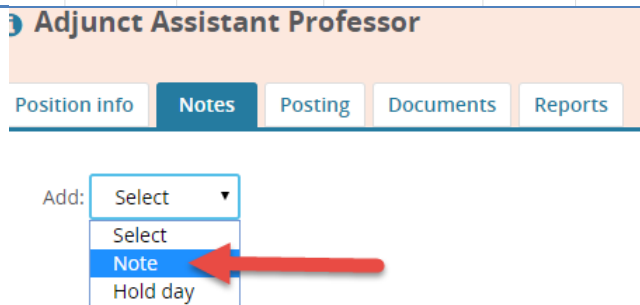
- Input needed information
- Save file and note location saved

	TCID	Name (Last, First)	Summer Term (A, B, AB)	Course No.(s)	Requested Salary
1	T11111111	John Smith	Summer A	500126	\$2,500.00
2	T11111112	Jane Doe	Summer AB	900652	\$5,000.00
3	T11111113	George Washington	Summer B	45456	\$2,500.00
4	T11111114	Martha Washington	Summer A	998563	\$2,500.00
5					
6					
7					

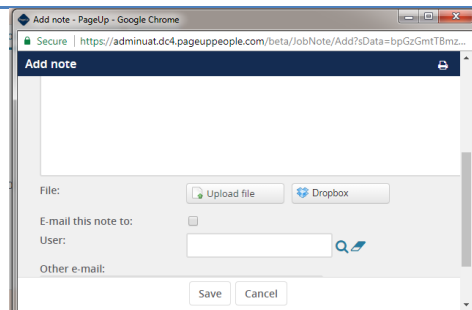
Attach Spreadsheet to Requisition

STEP 4:

- On requisition, click 'Notes' tab
- From 'Add' dropdown, select 'Note'



- In 'Notes' text box, write: 'See attached course listing'
- Select 'Upload File'
- Attach applicable file
- Click 'Save'



Proceed on with applicable Approval Process