APPOINTMENTS APPLICATION SPRING 2023 INSTRUCTIONS

APPOINTMENTS APPLICATION

To access the application, follow these steps:

1. Go to https://my.faa.illinois.edu/appointments/ and login using your NetID and password.

MY EMPLOYEES PAGE

The "My Employees" screen is your home page in the Appointments Application. It lists your employees who have "Current and Future Appointments" and "Pending Appointments" with you as the supervisor. You can take action for your employees listed in "Current and Future Appointments", or initiate a new hire request. Below is a screen shot of what the "My Employees" page will look like:

Reviewing Subordinates for "YOUR NAME"
Submit or review subordinate employee appointments on behalf of someone else.

Select someone:
| NAME, YOUR | ▼ | Go |

Search by Name, NetID, or UIN
| | Go |

Current and Future Appointments

Name	UIN	Title	Org	Rate	FTE/Hours	CFOP	%Fund	Start Date	End Date	Action
Anderson, Greg	673253799	Research Assistant	Architecture	$1,072.22	25%	1-100022-767000-767001	100%	8/16/22	12/31/22	[Reappoint] [Do not reappoint] [Change]
Shaffer, Kendra	651525379	Grad Hourly	Urban & Regional Planning	$20.00	15	1-100022-733001-733001	100%	8/21/22	12/10/22	[Reappoint] [Do not reappoint] [Change]

CURRENT and FUTURE APPOINTMENTS

Next to each one of your current employees is an action item. Click the appropriate action item based on how the student should be appointed.

A. **Reappoint**
   a) Select the appropriate date range for the upcoming appointment.
   b) Review the Rate, FTE, and funding source for the dates specified.
   c) For RA & TA appointments:
      i. Select the appropriate graduate descriptors if you are reappointing a grad student. At least (1) descriptor must be selected in order to proceed. These descriptors will populate RA or TA offer letters using the information previously entered. If duties have changed or date specific information is included, please update as needed.
   d) For Academic Hourly appointments:
      i. Enter/review the job description. HR will develop a complete job description based on the info you provide.

B. **Do not reappoint** – Click this link if you do not wish to appoint the employee beyond the current listed appointment end date.

C. **Change** – Click this link if you need to make a change to the employee's *current/existing* appointment. This should NOT be used to reappoint an employee beyond the current/existing end date.
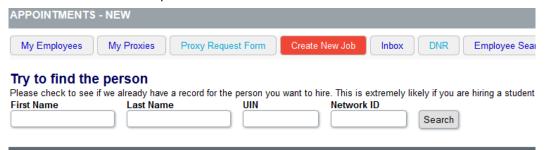
Pending Appointments

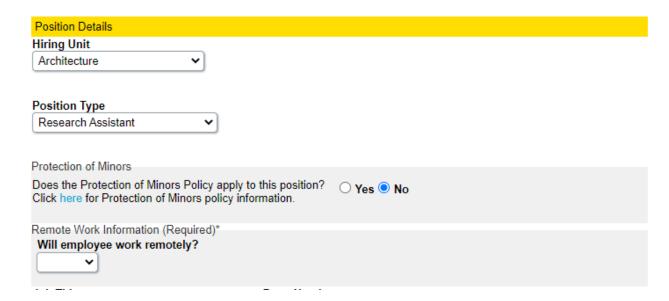| Name	NetID	UIN	Transaction Type	Title	Org	Rate	FTE/ Hours	CFOP	% Fund	Start Date	End Date
Anderson, Greg	gnanders	673253799	Reappointment	Research Assistant	Architecture	$1,072.22	25%	1-100022-767000-767001	100%	1/1/23	5/15/23
Maziarka, Rosalyn	ralm1920	655298656	New	Graduate Assistant	Landscape Architecture	$1,072.22	25%	1-100022-569001-569001	100%	1/16/23	5/15/23
Shaffer, Kendra	kshaffer	651525379	Reappointment	Grad Hourly	Urban & Regional Planning	$20.00	15	1-100022-733001-733001	100%	1/22/23	5/13/23

NEW APPOINTMENTS (Initiating a New Hire Request)

If you do not see an employee listed on your home page and you wish to appoint that person for the upcoming semester, complete the following steps:

1. Click "**Create New Job**" at the top of the screen.

2. Enter **Name, UIN,** and/or **Netid,** and then click "**Search**" to search for the employee whom you wish to appoint. Review the search results.
   a. If the results list multiple people with the same name, determine the correct appointee and click "**Hire this person**" in the action column to the right-hand side of the screen.
   b. If the results do not list anyone, and this is a new employee to the University, click "**Create New Appointment**".
3. Once you have entered the new hire name, you will then choose your **"Hiring Unit"** and the **"Position Type"**. The position type you select will determine the rest of the information needed to complete the request. (Position descriptions are listed at the end of this document for reference).

Be sure to answer the "Will employee work remotely?" question – without an answer, you won't be able to submit the appointment request.

100% FTE Base Monthly Rate
Enter full-time monthly salary. Actual salary will
be calculated based on real %FTE.*

Federal Work Study
Unknown ▾

`4438.99`

Master's Achieved
Standard Rate: $4,438.99

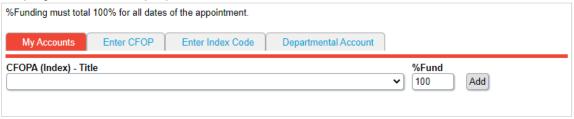Full-time monthly salary. Actual salary will be calculated based on real %FTE.

4. For TA or RA positions, the salary box should *default* to the appropriate rate for the student employee. Update the salary box to reflect the hourly rate if hiring an undergrad or grad hourly. The **"100% FTE Base Monthly Rate"** for a TA or RA must be entered for the correct monthly rate to calculate. The current academic year **2022-2023** rate for TA positions is **$4,288.88**; RA positions is **$4,438.99**. *(Rate could vary for PHD students. TBH BSC will confirm rate and contact you if different).* The appointment app will calculate accordingly based on FTE %. For example, a 25% assistantship will calculate out to be $1,072.22/$1,109.75 monthly when the $4,288.88/$4,438.99 base rate is entered. Be sure you are appointing the TA or RA with an accurate FTE *(over the course of the full appt period).*
    a. 25% FTE assistantship is equal to an average of 10 hours per week
    b. 33% FTE assistantship is equal to an average of 13.33 hours per week
    c. 50% FTE assistantship is equal to an average of 20 hours per week
    d. 67% FTE assistantship is equal to an average of 26.67 hours per week

5. Enter the date range the employee is expected to work. There will be default dates, but you can enter in the exact dates. This should be limited to the current semester. Student can be reappointed if they should continue.

Dates and Funding*

Appointment Start Date	Appointment End Date
1/16/2023	5/15/2023

If a remote work arrangement was indicated above please verify that the funding source permits an off-campus or out of country appointment. If you are uncertain, please consult with your UIUC research administrator for further instruction.
Date Range 1

Processing Org	Start Date	End Date	%FTE	Monthly Salary	Action
Architecture	1/16/2023	5/15/2023	25.0%	$1,109.75	[Edit] [X]

6. Once you have entered the date range of your appointment, you will be prompted to enter the CFOP/Funding Source. Using the drop down, select one of your current CFOPs that is the appropriate project for this employment.

%Funding must total 100% for all dates of the appointment.

| My Accounts | Enter CFOP | Enter Index Code | Departmental Account |

CFOPA (Index) - Title   %Fund
[▾] [100] [Add]

n	Title (Index code) / CFOPA	E-Verify Account	Account Status	%Fund	Total Amt	Action
1	ARCH State 1-100023-767000-767001	No	Active	100.00%	$4,438.99	[Edit] [X]

7. Choose a **"Graduate Descriptor" (if applicable)** and enter **"Major Duties and Responsibilities"**.
   a. *Academic Hourly:* Copy information from current job description to complete Position/Function Summary, Duties and Responsibilities, Education, Experience, Training/Licenses/Certifications, and Knowledge boxes.
   b. *Graduate Hourly AND Undergraduate Hourly:* Enter "Major Duties and Responsibilities" in a format similar to:
      1. Scanning, file organization, drafting, and other tasks as needed to support research production.
      2. Copyediting assistance with manuscripts.
      3. Assisting with literature research, summary writings, drawing, and model making.
   c. *Graduate Assistant:*
      i. "Choose Descriptor".
      ii. Enter "Major Duties and Responsibilities" in a format similar to:
         1. Assisting staff and administration with events.
         2. Assisting with graphic design needs; including, but not limited to, projects related to awards banquets, convocation, recruitment, and unit website.
         3. Assisting with day-to-day operations in the fab shop. Employee will also be managing workers and leading projects.
   d. *Research Assistant:*
      i. Choose "Descriptor".
      ii. Enter "Major Duties and Responsibilities" in a format similar to:
         1. Analyzing plans and proposals, and developing website and poster displays with results of analysis.
         2. Assisting with data collection and manuscript preparation.
         3. Data analysis and collaboration with faculty members in preparation for symposium.
   e. *Teaching Assistant:*
      i. Choose "Descriptor".
      ii. **Enter "Major Duties and Responsibilities" by adding course and supervisor last name only in the following format:**
         1. ARCH 210 - Grossman
         2. LA 233 - Sears
         3. UP 447 – Pendall
      iii. The screen shot below is an example of how a TA appointment should be entered:

Graduate Descriptors*
Select at least one graduate descriptor to identify the work to be performed by this position. Select as many graduate descriptors as applicable for this position. This information will populate the duties outlined in the offer letter.

☐ Accompanying/Coaching Music or Vocal Performances
☐ Developing Academic Instructional Materials
☐ Grading Student Assignments
☐ Holding Office Hours
☐ Leading Lab or Discussion Groups in a Course Setting
☐ Overseeing/Coordinating the Work of Other TAs
☐ Proctoring Exams
☐ Providing Artistic Instruction
☑ Teaching Classes
☐ Tutoring Students

Major Duties and Responsibilities (optional field to briefly describe duties in more detail if desired)
UP 430 - Braun

8. If you have any documentation that needs to accompany the appointment, please attach it, and select the type of document it is.

9. Complete the rest of the fields as appropriate and hit the "**Submit Appointment Request**" button. Please verify on the "My Employees" tab, Pending Appointments section that there is an "A" in the SUPV column for the appointments you have submitted. If it's a "P", the appointment is still pending your submission.

NEXT STEPS IN THE APPOINTMENT PROCESS

The request will route to Human Resources, who will review the appointment for new hire status, eligibility to work, visa status, and appropriate dates/rates/hours.

The request then routes to Financial Review at TBHBSC, who will review the account to ensure there are funds available, that the appointment is allowable on those funds, and that the work is being done within the period of performance.

You may be contacted if there are questions or concerns during the routing process.

FINAL STEPS

The appointment will then route back to Human Resources to be processed. Offer letters or job notifications are sent via email to the new or reappointed employee. These email offers and notifications will be copied to the designated supervisor.

NEW EMPLOYEES & FORM I-9 COMPLETION

If you are making a New Hire request, do not permit the individual to begin working under any circumstances until he/she has completed the I-9 form on-line with the HR office. **For new employees, Human Resources will check the status of the I-9. The appointment will not be approved until the form is on record. You should not allow the person to work before you have received HR approval even if funding is available, or if you have an urgent project.** As required by Federal law, Section I (employee section) must be completed and signed on or before the employee's first day of employment. The employee must bring original documentation to establish identity and employment eligibility, as well as a social security card for name verification. Upon receipt of the appointment request, we will contact the employee to visit our office by the appropriate date.

POSITION DESCRIPTION DEFINITIONS

Academic Hourly Employee - Employees in this category are not enrolled in classes and must have a bachelor's degree. Academic Hourly appointments must be approved at the campus level prior to starting work. These positions offer opportunities to work in non-Civil Service jobs on a temporary basis and require a minimum of a bachelor's degree, along with professional qualifications/expertise, and a required background check prior to starting work.
https://nessie.uihr.uillinois.edu/pdf/Policy/UniversityBackgroundCheckPolicy.pdf.

Grad Hourly Employee - Employees in this category are graduate students appointed on an hourly basis for temporary special projects. The student must be registered in the Graduate College for the semesters of the appointment. These appointments do not provide a tuition waiver.

Undergrad Hourly Employee - Employees in this category are enrolled, but do not yet have their bachelor's degree. See the link for "Student Wage Details". Undergrad Hourly Employees are also referred to as Student Hourly employees. https://www.osfa.illinois.edu/types-of-aid/wages.

Hourly appointments – Bi-Weekly timesheet approvals; All hourly appointment requests require the NetID of the supervisor to be entered to ensure bi-weekly timesheets route to the supervisor for approval

Timesheet Approvers
You must enter a minimum of one timesheet approver.

Add new approver by netid
[   ] Add

Assistantship Definitions:
- **Graduate Assistant (Administrative) -** The duties of a Graduate Assistant are primarily in support of administrative functions. Examples of typical responsibilities include: advising, clerical support, outreach duties, and technical/support services. Graduate Assistants (Administrative) are covered by a collective bargaining agreement with the Graduate Employees Organization (GEO).
- **Research Assistant -** The duties of a Graduate Research Assistant primarily involve applying and mastering research concepts, practices, or methods of scholarship. Examples of typical responsibilities include: collaborating with faculty in preparing publications, conducting experiments, organizing or analyzing data, overseeing the work of other RA's, presenting findings in a publication or dissertation, and other research activities.
- **Teaching Assistant -** The duties of a Graduate Teaching Assistant are primarily in support of instruction. Examples of typical responsibilities include: developing academic instructional materials, grading student assignments, holding office hours, leading lab or discussion groups in a course setting, overseeing/coordinating the work of other TA's, proctoring exams, providing artistic instruction, teaching classes, and tutoring students. Teaching Assistant positions are covered by a collective bargaining agreement with the Graduate Employee Organization (GEO).

Tuition Waiver & Stipend Information: Graduate assistants (all types) are eligible for a tuition waiver if appointed between 25 and 67 percent and appointed for three-quarters of the term. Students must be registered in the Graduate College for the semester(s) of the appointment. Stipend payment is made on the 16th of every month (or the prior business day should the 16th fall on a weekend or holiday).