

Reappointment – For Lecturers (1419) – One Step Process

To be used when you are reappointing a Lecturer who has not been terminated (has an active appointment) and the **system has already run payroll for the month.**

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Smart ePAR Pay Actions> ePAR Pay Rate Change> Add

Use the Step-by-Step: [Hiring an Employee](#)

1. **Step 1:** Search for the employee by Empl Id, First Name and Last Name, Department, or Position Number –
NOTE: Make sure it is the employee, position and record you are looking for.
2. Click Search
3. Check box next to employee (use the correct record number that was used before for the position you are hiring them for) then click Next
4. **Step 2:** Action: Pay Rate Change
5. Reason: Reappointment
6. Effective Date: Start of Contract – i.e. 01/19/2017, 08/22/2017
7. Comments: **Required** as always – i.e. Spring 2017 – Engl 2010-003 3crs Class runs 1/19 – 5/14/17 Total pay is \$2,625
8. **Attached signed Letter of Offer.** Send originals to HR.
9. Click Next
10. **Step 3** – Enter in Percent of time: 22.5% for a 3 credit hour course (7.5% x credit hours)
 Examples of how to determine FTE and Percent of Time based on # of credit hours of teaching:
 - o 3 credit hours: $3 \times 7.5\% = 22.50\%$
 - o 4 credit hours: $4 \times 7.5\% = 30.00\%$
 - o 5 credit hours: $5 \times 7.5\% = 37.50\%$
 - o 6 credit hours: $6 \times 7.5\% = 45.00\%$ (example: two 3 credit hour courses)
 - o 7 credit hours: $7 \times 7.5\% = 52.50\%$
11. Click Next
12. **Step 4:** Comp Freq: C
13. Rate Code: BASEC
14. Change Comp Rate to correct contract pay
15. Click Next

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16. **Step 5:** Contract Pay Type: Choose the Semester that is to be paid – i.e. Spring Contract
17. Payment Term: Leave alone
18. Monthly Frequency: M
19. Contract Begin Date: Start of Contract payment – i.e. 01/19/2017, 08/22/2017
20. Contract End Date: End of Contract payment – i.e. 05/31/2017, 12/31/17
21. Click Next
22. **Step 6:** Leave if the same. Make sure check mark is in box

If you have a new ST (Combination Code) then uncheck box, click PCT, enter in ST, and 100%

23. Click Save
24. Click O.K.
25. Click Submit