Entering Appointments Manually

Under specific circumstances, a department will need to enter an appointment manually. Examples include entering a new hire, transfer, or rehire that was not completed through Recruiting Solutions, a PeopleAdmin hire (prior to April 20, 2015), or non-posted appointments (e.g., UNS, UMP).

The position number being used to hire must already be approved, active, and accurate. If a position is frozen or unapproved you cannot enter the Job Data. Validate the position data by navigating to: Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info. See your position manager if you do not have this access.

Step by Step Process

1. Conduct a Search/Match process to avoid adding duplicate people. See the Search/Match online course for this information.

2. Determine the next steps based on the search/match results.

SEARCH/MATCH RESULT: NO MATCH FOUND

1. Follow the Add a Person process.

2. Navigate to Workforce Administration > Personal Information > Add a Person.
   a. Enter biographical details and appointment information for the new hire.
   b. See the Appointment Entry: Hire course and job aids for this information.

SEARCH/MATCH RESULT: PERSON OF INTEREST (NO CURRENT OR HISTORICAL EMPLOYMENT RELATIONSHIP)

1. Follow the New Employment Instance process.

2. First, verify the biographical data by navigating to Workforce Administration > Personal Information > Modify a Person.
   a. Verify and/or update this information:
      i. Date of birth
      ii. Gender
      iii. Social Security Number
      iv. Home, Campus, and Campus Office Location addresses and phone numbers
      v. Background Check Date
      vi. Safety of Minors policy applies
      vii. Ethnic Group
      viii. Citizenship
   a. Enter the appointment information in Job Data.

SEARCH/MATCH RESULT: EMPLOYEE RELATIONSHIP (CURRENT OR PREVIOUS)

1. If an individual is found through the search/match and the Employee Relationship column indicates “EMP,” it means the individual is either a current or past employee of the University. The process used to hire an individual who has an employee relationship will depend on whether the relationship is current (i.e., holds an active appointment somewhere at the University) or past (i.e., all previous appointments are terminated).
   b. Review the status for each employment record to determine the next steps.
      i. If all appointment records are active and the new appointment is not a transfer:
         • The person may need another appointment record. However, refer to the criteria for multiple appointments in the Understanding Multiple Appointments online course.
         • Navigate to: Workforce Administration > Job Information > Add Employment Instance.
      ii. Note that an employee may have only one Action/Reason that is listed as “Hire/Hire.”
      iii. If a terminated employment record exists:
         • The best practice is to build on a terminated employment record IF the appointment is in the same company as the terminated appointment.
         • Navigate to: Workforce Administration > Job Information > Job Data.
         • Enter the Empl ID.
         • Click the plus sign to build on the terminated record.
         • Enter the effective date, action/reason code, and finish entering the Job Data information.

Note: To create a UMP appointment, navigate to: Workforce Administration > Job Information > Add Additional Assignment.