



Faculty Appointments in SAP

Process_FAC Version 2

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Boston University
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Revision Log*

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2	10/07/13	A	Fac Sub-Com: M. Madaio-O'Brien, N. Insley, C Dorney, G Gregory, M Kerr, S Kulkarni, J Marron, J Walsh.	3.1.1-3.1.19	Added scenarios for faculty appointment variations: how they should be reflected and processed in SAP.
2	10/07/13	A	JoAnn Walsh	1.4.1 & 1.4.2	Added screenshots and split out 1.4 sections pertaining to CE.

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Open Items

Number	Description	Status	Date

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Note: Purple highlighted words are defined in the ‘Appendix A-Glossary’ section

Note: Anything that is highlighted in purple is defined in the glossary at the end of the document. For PDF, hover over anything that is underlined and highlighted in purple and click on to take you to the definition. For documents in the Word format, put the cursor on anything that is underlined/highlighted in purple then Ctrl+Left Click on Mouse to connect to the link.

Faculty Appointments

1.1 Faculty Employee Groups/Subgroups

An employee may only be classified as a faculty employee upon obtainment of an approved **academic** appointment from one of the accredited schools/colleges at Boston University. This is valid for all faculty employees who are categorized in any of the following **Employee Groups** and **Employee Subgroups** (pg.46):

Faculty Employee Groups	Faculty Employee Subgroups
Faculty Full-time	<ul style="list-style-type: none"> - Executive - 9/12 Accrual (CRC only) - Faculty - FY/FPP (BUMC only)
Faculty Part-time	<ul style="list-style-type: none"> - Executive - 9/12 Accrual (CRC only) - Faculty - FY/FPP (BUMC only) - Temporary
Faculty Non-Compensated	<ul style="list-style-type: none"> - Volunteer - ROTC

The minimum criteria outlining what is required for various appointments (Ranks/Jobs) within the University may be found in the Faculty Handbook (<http://www.bu.edu/handbook/>). However, interested parties should also check with the individual school/college, as they may have additional criteria on top of the minimum qualifications noted in the faculty handbook.

1.2 Academic & Administrative Ranks = Jobs & Positions

At Boston University, there are two types of faculty appointments:

- **Academic** (pg. 46) – for professorial, instructional ranks which may also have a modifier of clinical, research, adjunct or emeritus. [Note: full listing of academic ranks are below]
- **Administrative** (pg. 46) – for professional duties that may require the management of a unit, division, program or employees. [Note: full listing of administrative ranks are below]

A faculty employee can only obtain a **maximum of five** approved appointments, at any one time; however, **one of them must always be an academic** appointment. Any of the others may be a mixed combination of the two faculty appointment types (Academic or Administrative) and

administered as described in the ‘How to Process Appointments in SAP’ section of this document.

All Administrative Appointments are coterminous with their Academic Appointments. This means that if a faculty employee terminates (or retires if eligible) from Boston University and they hold one or more administrative appointments all of their appointments should end at the time of their departure. Please refer to the ‘Termination of Faculty Appointments’ Section 3.2 for full details.

In SAP, an appointed rank correlates to the ‘**Job**’ (pg. 46) and ‘**Position**’ (pg. 46) that the faculty employee holds. The ‘Job’ is equal to the rank as they are defined in the ‘Description of Standard Academic Ranks’ section of the Faculty Handbook (<http://www.bu.edu/handbook/>). *Note: these definitions are equal to the description details as minimum requirements for that ‘Job’.*

The ‘job description details’ automatically flow down to the ‘Position’ level which is where the various University’s Schools and Colleges may specify additional requirements as quantified by their respective guidelines.

The variations between the ‘Job’ and ‘Position’ codes/ fields are displayed in the table below. Along with the values below there will also be an additional field called the ‘Position Long Title’. This is also known as the ‘business card title’, which is a combination of the Position, the Unit within the School/College and the Subspecialty Unit.

For example, a Professor would have the following text and code values:

- **Job #** (pg. 46) = Unique code number which identifier for a particular ‘Job’
- **JOB Short Text** (pg. 46)= PROF
- **Position Short Text** (pg. 46) = PROF [needed for the differences for Instructors and Executives, all others are the same as the Job Short Text]
- **Position Medium Text** (pg. 46) = Professor [whole rank name; note, that if for CE then it would have a ‘CE’ in front of the rank as ‘CE Professor’]
- **Position Long Title** (pg. 46) = Professor of Medicine in Nephrology [This example highlights ‘Nephrology’ which is a sub-specialty unit within the Department of Medicine in the School of Medicine.]

1.2.1 Listing of Academic Ranks/Jobs

ACADEMIC Ranks:				
Job #	JOB Short Text	Position Short Text	Position Medium Text	Used on Campus
20001504	PROF	PROF	Professor	Both
20001507	PROFPP	PROFPP	Professor of the Practice	CRC
20001503	ASCP	ASCP	Associate Professor	Both
20001506	ASCPPP	ASCPPP	Associate Professor of the Practice	CRC

20001502	ASTP	ASTP	Assistant Professor	Both
20001500	INSTCR	INST	Instructor (at the Charles River Campus)	CRC
20001501	INSTMC	INST	Instructor (at the Medical Campus)	BUMC
20001510	MSLECT	MSLECT	Master Lecturer	Mostly CRC
20001509	SRLECT	SRLECT	Senior Lecturer	Mostly CRC
20001508	LECT	LECT	Lecturer	Mostly CRC
20001536	PTLECT	PTLECT	Part-Time Lecturer	Both
20001514	CLPROF	CLPROF	Clinical Professor	Both
20001513	CLASCP	CLASCP	Clinical Associate Professor	Both
20001512	CLASTP	CLASTP	Clinical Assistant Professor	Both
20001511	CLINST	CLINST	Clinical Instructor	Mostly BUMC
20001518	RSPROF	RSPROF	Research Professor	Both
20001517	RSASCP	RSASCP	Research Associate Professor	Both
20001516	RSASTP	RSASTP	Research Assistant Professor	Both
20001515	RSINST	RSINST	Research Instructor	Mostly BUMC
20001525	AJPROF	AJPROF	Adjunct Professor	Both
20001524	AJASCP	AJASCP	Adjunct Associate Professor	Both
20001523	AJASTP	AJASTP	Adjunct Assistant Professor	Both
20001522	AJINST	AJINST	Adjunct Instructor	Both
20001529	ACPROF	ACPROF	Adjunct Clinical Professor	Mostly BUMC
20001528	ACASCP	ACASCP	Adjunct Clinical Associate Professor	Mostly BUMC
20001527	ACASTP	ACASTP	Adjunct Clinical Assistant Professor	Mostly BUMC
20001526	ACINST	ACINST	Adjunct Clinical Instructor	Mostly BUMC
20002053	ARPROF	ARPROF	Adjunct Research Professor	Mostly BUMC
20002029	ARASCP	ARASCP	Adjunct Research Associate Professor	Mostly BUMC
20002051	ARASTP	ARASTP	Adjunct Research Assistant Professor	Mostly BUMC
20002052	ARINST	ARINST	Adjunct Research Instructor	Mostly BUMC
20001532	VSPROF	VSPROF	Visiting Professor	Both
20001531	VSASCP	VSASCP	Visiting Associate Professor	Both
20001530	VSASTP	VSASTP	Visiting Assistant Professor	Both
20002055	VSINST	VSINST	Visiting Instructor	Mostly BUMC
20002059	VCPROF	VCPROF	Visiting Clinical Professor	Mostly BUMC
20002056	VCASCP	VCASCP	Visiting Clinical Associate Professor	Mostly BUMC
20002057	VCASTP	VCASTP	Visiting Clinical Assistant Professor	Mostly BUMC
20002058	VCINST	VCINST	Visiting Clinical Instructor	Mostly BUMC
20001535	VRPROF	VRPROF	Visiting Research Professor	Mostly BUMC
20001534	VRASCP	VRASCP	Visiting Research Associate Professor	Mostly BUMC
20001533	VRASTP	VRASTP	Visiting Research Assistant Professor	Mostly BUMC
20002054	VRINST	VRINST	Visiting Research Instructor	Mostly BUMC
20001519	EMPROF	EMPROF	Emeritus Professor	Both
20001521	EMASCP	EMASCP	Emeritus Associate Professor	Both
20001520	EMASTP	EMASTP	Emeritus Assistant Professor	Both

1.2.2 Listing of Administrative Ranks/Jobs

ADMINISTRATIVE Ranks:				
Job #	JOB Code	Position Short Code	Position Medium Text	Campus
20000127	M6EXECSDEANS	PRES	President	CRC
20000187	M6EXECSDEANS	PROV	Provost of University	CRC
20000193	M6EXECSDEANS	ASCPROV	Associate Provost	Both
20001577	ASTPROV	ASTPROV	Assistant Provost	Both
20000158	M6EXECSDEANS	DEAN	Dean	Both
20001572	ACTDEAN	ACTDEAN	Acting Dean	Both
20001588	DIRCTR	DIRCTR	Director of Center/Institute (Acad Centers & Institutes)	Both
20002026	ASCDEAN	ASCDEAN	Associate Dean	Both
20001575	ASTDEAN	ASTDEAN	Assistant Dean	Both
20001570	ACADIR	ACADIR	Academic Director	Both
20001573	ACTDIR	ACTDIR	Acting Director	Both
20001579	ASCDIR	ASCDIR	Associate Director	Both
20001576	ASTDIR	ASTDIR	Assistant Director	Both
20001580	ASCDIRCTR	ASCDIRCTR	Associate Director of a Center	Both
20001582	CLDIR	CLDIR	Clinic Director	BUMC
20001589	DIRPRG	DIRPRG	Director of Program	Both
20001586	DIR	DIR	Director	Both
20001590	EXDIR	EXDIR	Executive Director	Both
20001593	FACDIR	FACDIR	Faculty Director	Both
20001597	PROGDIR	PROGDIR	Program Director	Both
20001596	CODIR	CODIR	Program Co-Director	Both
20001581	CHAIR	CHAIR	Chair	Both
20001571	ACTCHAIR	ACTCHAIR	Acting Chair	Both
20001578	ASCCHAIR	ASCCHAIR	Associate Chair	Both
20001574	ASTCHAIR	ASTCHAIR	Assistant Chair	Both
20001591	EXECIR	EXECIR	Faculty Executive in Residence	CRC
20001585	DRESFEL	DRESFEL	Dean's Research Fellow	CRC
20001598	SECCHIEF	SECCHIEF	Section Chief	BUMC
20002126	MENTOR	MENTOR	Mentor	Both
20002151	PRACLEAD	PRACLEAD	Practice Leader	Both
20002176	CTRFMEM	CTRFMEM	Center Faculty Member	Both
20001595	EMPRES	EMPRES	President Emeritus	Both
20001584	EMDEAN	EMDEAN	Dean Emeritus	Both
20001587	EMDIR	EMDIR	Director Emeritus	Both

1.3 The MAIN Assignment

The **MAIN** (pg. 46) Assignment in SAP is the one that carries all of the pay for the employee and must also be either the **Primary** (pg. 46) **Academic** or **Primary Administrative** appointment that the faculty holds.

In May of 2012, Senior Management made a procedural change in regards to how faculty were to be processed in SAP by putting all money relating to pay and compensation on the faculty employees **Primary Academic** Appointment. This change accounted for 97% of all faculty employees to make their **Primary Academic** Appointment their MAIN Assignments in SAP. This change to Primary Academic Appointments becoming the MAIN Assignment allows the:

- Units and departments to manage the changes on a faculty employee's administrative appointment utilizing the forms versus having to put in a ticket for a central office to process the changes for them.
- The faculty employees pay and benefits will remain intact since they will always retain their academic appointment, since most administrative appointments are of a shorter term period.

The remaining 3% are for those that are a Director of a Center, Provost or Dean, where their MAIN Assignments would be their **Primary Administrative** Appointments. This is because these appointments are not maintained within any of the Universities various schools/colleges and therefore need to be set under their correlating administrative units to manage.

In either case, a MAIN Assignment should never be a Secondary Appointment (an appointment obtained at the same time as or after the primary appointment with fewer duties and which may or may not include any additional compensation).

If a faculty employee is to receive any additional supplemental pay for one of their other assignments this is done as an overbase through the Recurring Payment form (or Additional Payment form if only for a one month period). Currently the Payroll Coordinator of the Additional Assignment must relay the following information to the MAIN Assignment Payroll Coordinator to process the payment:

- Start and End date of payment period
- Monthly amount of payment
- Cost Distribution/Grant to charge against

The Payroll Coordinator may enter the payment information when initiating the Hire form on the Recurring Payment or Additional Payment tab. Or if he/she is only notified after the hire completion, then the payment may be processed separately via the Recurring Payment Form.

1.4 Concurrent Employment (CE) = Additional Assignment

Concurrent Employment (CE) (pg. 46) is the method in which SAP can capture the multiple additional assignments that some Boston University faculty employees have obtained. This allows a complete employment record/profile for the faculty employee from one system as the **'source of truth'**, which the University has never had before.

As previously mentioned in the 'Appointment' Section (1.2) of this document, a faculty employee can obtain a maximum of five approved appointments at any one time. CE is how the additional assignments are captured, maintained and reported on.

When a faculty employee has more than one appointment, it is **important that the MAIN assignment is established/completed in SAP prior to the initialization of the CE hire** in order for the pay and benefits to work properly. This will also ensure that the MAIN PERNR (Personnel Assignment Number) is created first; as each CE assignment is completed in SAP, a new PERNR will be created for them. The BUID is used to tie all of the assignments together.

1.4.1 Position Setup for CE

There are certain aspects/attributes when creating/maintaining a position for a CE additional assignment that need to be met to correlate with the MAIN assignment. Therefore, it is currently **very important** when either creating or maintaining a position for CE that at a minimum the following is noted in the comment section: "CE for enter faculty employees full name effective on enter the effective date." This will ensure that when the form goes to Compensation through workflow that the correct aspects of the enterprise structure and payroll area are captured. The following is an example of a Maintain for a CE position:

Comments:

CE position for Tom Jones as Professor of English effective 9/1/13. No additional pay.

If there were to be additional pay for this assignment the Payroll Coordinator must relay the following information to the MAIN Assignment Payroll Coordinator to process the payment:

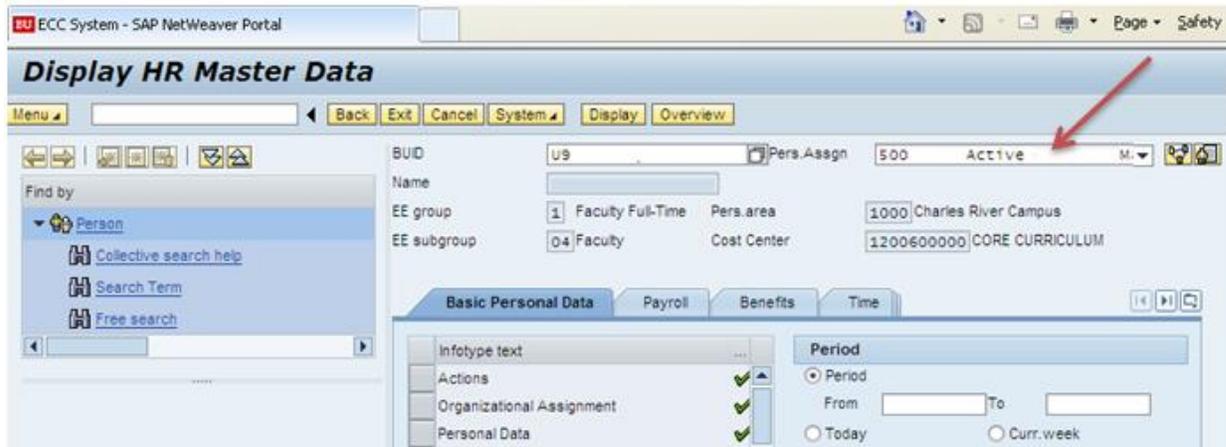
- Start and End date of payment period
- Monthly amount of payment
- Cost Distribution/Grant to charge against

It is a common misconception that all CE's are volunteers since they do not have any pay (basic pay, recurring payments or additional payments) attached to them. This is not true, they are not all volunteers. It is important to note that the only time that a CE position will be set up with the Employee Subgroup (ESG) of Volunteer is if the MAIN assignment is also a Volunteer position.

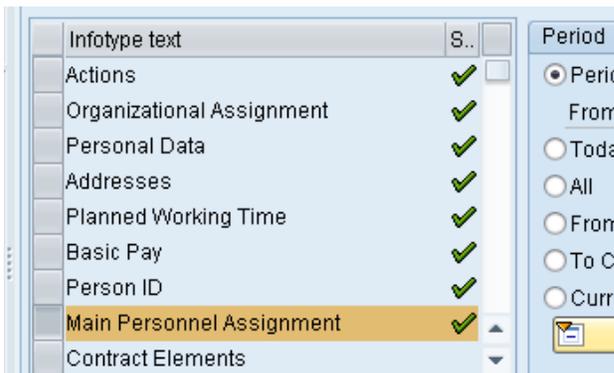
The faculty data pertaining to each appointment will be stored on IT9001 as described in the next section.

1.4.2 Identifying the CE positions

The immediate indication that identifies that an employee has more than one assignment in SAP is when the 'Pers.Assgn' field displays in 'white':

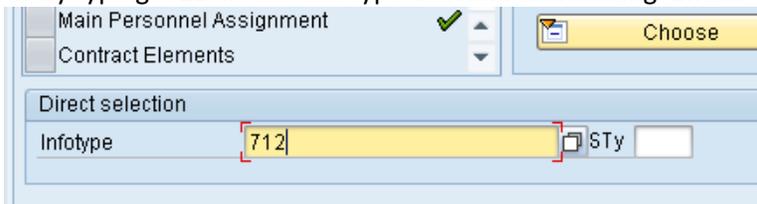


SAP's source of tracking which employee's pernr and position is the 'MAIN assignment' is on IT0712-Main Personnel Assignment. This can be viewed through PA20 by either highlighting the 'Main Personnel Assignment' row as follows:



and then selecting 'Display'.

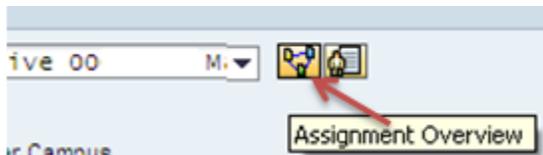
Or by typing '712' in the 'Infotype' box and then hitting 'Enter':



And then select 'Display'. Once the infotype opens you will see a listing of all of the assignments for the employee. The pernr that is checked off '  0002 ' identifies the MAIN assignment and all of the others are CE assignments as displayed below:

▼  07/01/2013 - 12/31/9999	
•  <input type="checkbox"/> 0003 XXXX	Withdrawn 99999999 Withdrawn 000XXXXX Ma
•  <input type="checkbox"/> 0004XXXX;	Withdrawn 99999999 Withdrawn 000XXXXX Ma
•  <input type="checkbox"/> 0005XXXX;	Active 500XXXXX Active 000XXXXX Main As
•  <input checked="" type="checkbox"/> 0002 XXXX	Active 500XXXXX Active 000XXXXX Main As

The other way is to select the  Assignment Overview button:



This will open up the 'Personnel assignment overview' table where the CE assignments will be identified in the 'Position Medium' text as follows:

The screenshot shows a window titled 'Personnel assignment overview'. It has search fields for Name (XXXXXXX XX) and BUID (UXXXXXXX). Below is a table with two columns: 'Personnel assignment' and 'Position'. The table contains four rows:

Personnel assignment	Position
500XXXX Active 00XXXX Main Assignment	Asoc Prof / 5001XXXX
99999999 Withdrawn 00XXXX Main Assignment	Integration: default position / 99999999
99999999 Withdrawn 00XXXX Main Assignment	Integration: default position / 99999999
50XXXX Active 00XXXX Main Assignment	CE Director / 500XXXX

A red arrow points to the 'CE Director / 500XXXX' entry in the Position column. At the bottom right of the window, there are two buttons: a green checkmark and a red X.

From here you can either double click on the assignment that you want to view, or highlight the row and click on the '  ' button.

Note: If you notice when the 'Personnel assignment overview' opens and there is more than one assignment with none of them noted as 'CE' under the position, please contact OM in HR to correct the employees 'Position Medium' text.

2 Faculty Data IT9001

A custom infotype IT9001 was created in SAP to capture the data on the faculty employee that relates to their approved faculty appointment. Utilizing transaction PA20 through the webgui, IT9001 will be displayed as:

Tenure/Contract Data			
Appt./Tenure Info			
Current Rank	<input type="text"/>	Appointment Type	<input type="text"/>
Pos/Rank Eff Date	<input type="text"/>	Appointment Level	<input type="text"/>
Initial Acad.Appt.Date	<input type="text"/>	Covered By	<input type="text"/>
Full Time Hire Date	<input type="text"/>	Joint	<input type="text"/>
Tenure Review Year	<input type="text"/>	Coterminous	<input type="text"/>
Date of Tenure	<input type="text"/>	Affiliate	<input type="text"/>
Major Affiliate	<input type="text"/>		
Contract Information			
Contract Type	<input type="text"/>	Contract End Date	<input type="text"/>
Contract Start Date	<input type="text"/>		
Contract Length	<input type="text"/>		
Active Status	<input type="text"/>		
Decision	<input type="text"/>		
Decision Date	<input type="text"/>		

2.1 Faculty data form view

Each of the forms that capture IT9001 Faculty Data has a designated section within them, as this example from the current Faculty Data Maintenance Form:

Record Effective Date: *	<input type="text"/>		
Initial Academic Appointment date:	<input type="text"/>	Position Rank Effective Date:	<input type="text"/>
Full Time Hire Date:	<input type="text"/>	Appointment Type:	Select one
Tenure Review Year:	<input type="text"/>	Appointment Level:	Select one
Date of Tenure:	<input type="text"/>	Covered By:	Select one
Major Affiliate:	<input type="checkbox"/>	Joint:	<input type="checkbox"/>
Coterminous:	<input type="checkbox"/>	Affiliate Name:	Select one
Contract Type:	Select One	Contract End Date:	<input type="text"/>
Contract Start Date:	<input type="text"/>		
Contract Length:	<input type="text"/>		
Active Status:	Select One		
Decision:	Select One	Decision Date:	<input type="text"/>

The current Faculty New Hire form has a message in **red** at the top of the Faculty tab section for those Faculty Payroll Coordinators that are initiating the form who do not also hold the role as a Faculty Actions Manager (FAM), to contact the FAM of their school/college for the data needed to complete this section:

Please contact the Faculty Actions Manager for the IT9001 Data Sheet to enter the correct values in the Faculty Section.

Initial Academic Appointment Date:	<input type="text"/>	Position Rank	<input type="text"/>
Full Time Hire Date:	<input type="text"/>	Effective Date:	<input type="text"/>
Tenure Review year:	<input type="text"/>	Appointment Type:	Select one
Date of Tenure:	<input type="text"/>	Appointment Level:	Select one
Affiliate Name:	Select one	Covered By:	Select one
Contract Type:	Select one	Joint?:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Contract Start Date:	<input type="text"/>	Coterminous?:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Contract Length:	<input type="text"/>	Major Affiliate?:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Active Status:	<input checked="" type="radio"/> Active <input type="radio"/> Inactive	Decision Date:	<input type="text"/>
Decision:	Select one		

2.2 Faculty data fields & definitions

The following table explains the fields and the data they capture on IT9001:

Field Name	Values	Definition
Current Rank	Default	The current rank that the faculty employee holds defaults in from IT0001. It displays the title and the position number.
Position/Rank Effective Date	Full Date (mm/dd/yyyy)	This is the date that the Position/Rank was approved to be effective by. The format of the date is: mm/dd/yyyy; Ex: 01/01/2013
Initial Academic Appointment Date	Full Date (mm/dd/yyyy)	This is the very first effective date that a faculty employee ever held a faculty appointment with Boston University. The format of the date is: mm/dd/yyyy; Ex: 01/01/2013
Appointment Type	Dropdown: -Academic -Administrative	Identifies if the appointment is an Academic Appointment (such as Professor; full listing of Academic titles is located in Section 1.3) of an Administrative Appointment (such as Chair; full list of Administrative titles is located in Section 1.4)
Appointment Level	Dropdown: -Primary -Secondary	Identifies if the appointment is the Primary or Secondary Appointment for both the Appointment Type of Academic and Administrative. [Note: this can be determined by where the faculty employee does most of their work and mainly what their discipline is in.]
Full Time Hire Date	Full Date (mm/dd/yyyy)	This is the date that the faculty employee was hired as or became a Full-Time faculty employee. Note: Full-time is equal to 100if an employee leaves the university (terminates from the system and is rehired as a Full-time faculty, this should hold the date of the rehire not the original FT date. If they come back as a Part-Time or Volunteer, then the date

		should not be filled in. The format of the date is: mm/dd/yyyy; Ex: 01/01/2013
Covered By	See Table below	This determines the track and the Contract type that they are governed under. [Ex.: Tenure-TEN for CRC; FY-FPP for BUMC....]
Tenure Review Year	Date/Year (yyyy)	This is the year that the employee is due for their tenure review. Faculty employees who have this filled in must be on a 'Covered By' of 'Tenure Track'. [Ex: '2013']
Date of Tenure	Full Date (mm/dd/yyyy)	This is the full date that the faculty employee obtained tenure. Faculty employees who have this filled in must be on a 'Covered By' of 'Tenure'. Note: This is only valid on the Charles River Campus as there is no tenure on the BU Medical Campus. The format of the date is: mm/dd/yyyy; Ex: 01/01/2013
Joint	Dropdown: -Yes -No	Yes = If the employee has a 'true' joint academic faculty appointment with 50/50 split for both pay and responsibilities divided equally between two units, and is agreed upon prior to the hire. Please contact the Provost Office prior to offering to employee for approval. No = Regular appointment not a 50/50 split
Coterminous	Dropdown: -Yes -No	Yes = If 'Appointment Type' = Administrative; Or if 'Appointment Level' = 'Secondary'; Or if 'Covered By' = 'Practice Plan-FPP (BUMC)' Otherwise, 'No' should be selected/displayed
Major Affiliate	Dropdown: -Yes -No	Yes = If faculty employee has an affiliation with any of the Outside Institutes/Practices Affiliated with Boston University last are listed within the 'Affiliate Name' dropdown selections. No = Faculty employee has no affiliation with any of the Outside Institutes/Practices Affiliated with Boston University last are listed within the 'Affiliate Name' dropdown selections. se 'Appointment Type' = Administrative;
Affiliate Name	See Table below	If 'Yes' is selected for the 'Major Affiliate' field, then a selection listing the Outside Institutes/Practices Affiliated with Boston University must be selected. [Full list is noted below in section 2.2.1]
Contract Type	See Table below	This table correlates automatically which varies upon the selection made in the 'Covered By' field. [Full list of selection values noted below in section 2.2.3.]
Contract Start Date	Full Date (mm/dd/yyyy)	This is the start date of the appointment. Note: there can be several 'Re-appointments' or 'Status Changes' for the same position/rank which will result in several 'Contract Start Dates' per position/rank. Examples of multiple 'Re-appointments' for the same rank would be: <ul style="list-style-type: none"> - Appointments that have completed their initial term and remain at the same rank - Instructors on BUMC get renewed on a yearly basis - Volunteers get renewed on a 1-3 yr term basis

		<p>Examples of ‘Status Changes’ are:</p> <ul style="list-style-type: none"> - Change in Track on CRC from - Non-Tenure (NTT) to Tenure Track (TRK) - Tenure Track (TRK) to Tenure (TEN) <p>The format of the date is: mm/dd/yyyy; Ex: 01/01/2013</p>
Contract End Date	Full Date (mm/dd/yyyy)	<p>This is the end date of the appointment.</p> <p>The format of the date is: mm/dd/yyyy; Ex: 01/01/2013</p>
Contract Length	YY.MM	<p>The ‘Contract Length’ field is currently not a calculated field in SAP and can be updated at any time by entering the length of time the contract was for:</p> <ul style="list-style-type: none"> - When starting a new appointment (other than tenure which is left blank) - When entering a re-appointment - Upon termination, the actual years and months of the contract should be filled in. <p>The format of the date is yy.mm. If faculty employee had a contract for 2 ½ years the entry would be made as follows: 02.06 (2 years & 6 months). If they terminated after 35 months the entry would be made as follows: 02.11 (2 years & 11 months).</p>
Active Status	<p>Dropdown:</p> <ul style="list-style-type: none"> -Active -Inactive 	<p>If the faculty employee is within his/her contract appointment agreement and is not terminated or retired from the university, then ‘Active’ should be selected/displayed.</p> <p>The ‘Inactive’ status is for terminated or retired status with the university.</p>
Decision	See Table below	Identifies the outcome of the appointment approval (full selection list below in Section 2.2.4)
Decision Date	Full Date	<p>This was the date that the final required approver signed off on the appointment. [Ex: President, Provost or Dean approval date.]</p> <p>The format of the date is: mm/dd/yyyy; Ex: 01/01/2013</p>

2.2.1 ‘Affiliate Name’ dropdown values

If ‘Yes’ is selected for the ‘Major Affiliate’ field, then a selection from the listing below in the ‘Affiliate’ table of the Outside Institutes/Practices Affiliated with Boston University must be selected.

Affiliate Code #	Affiliate Name	Added on
1	VA Boston Healthcare System	7/1/2010
2	Roger Williams Medical Center	7/1/2010
3	Quincy Medical Center	7/1/2010
4	Brockton VA	7/1/2010

5	Boston Medical Center	7/1/2010
6	Bedford VA	7/1/2010
7	Blackstone Valley Community Health Care	3/1/2013
8	Boston Health Care for the Homeless	3/1/2013
9	Brockton Neighborhood Health Center	3/1/2013
10	Brookside Community Health Center	3/1/2013
11	Codman Square Health Center	3/1/2013
12	Community Health Center of Cape Cod	3/1/2013
13	Dental Health Works	3/1/2013
14	The Dimock Center	3/1/2013
15	Dorchester House Multi-Service Center	3/1/2013
16	Federal Medical Center	3/1/2013
17	Family Health Centers	3/1/2013
18	Geiger-Gibson Community Health Center	3/1/2013
19	Harbor Community Health Center	3/1/2013
20	Harvard Street Health Center	3/1/2013
21	Holyoke Health Center	3/1/2013
22	Lynn Community Health Center	3/1/2013
23	Penobscot Community Health Center	3/1/2013
24	Red Logan Dental Clinic	3/1/2013
25	South End Community Health Center	3/1/2013
26	University of New England College of Health Professions	3/1/2013
27	Uphams Corner Health Center	3/1/2013
28	Veterans Affairs Medical Center, Miami, FL	3/1/2013
29	Veterans Affairs Medical Center, Bedford, MA	3/1/2013
30	Veterans Affairs Medical Center, Boston, MA	3/1/2013

Currently if you do not see a 'Major Affiliate' that your unit has a contracted affiliation with, please notify BUworks to get them added to the list.

2.2.2 'Covered By' dropdown values

Covered Desc Key	Covered Description
01	Tenure (CRC)
02	Tenure Track (CRC)
03	Non Tenure Track-NTT
04	Practice Plan–FPP(BUMC)
05	Instructor (BUMC)
06	Part-time
07	Temp/Casual

08	Volunteer
09	Other/Special

2.2.3 ‘Contract Type’ dropdown values

Contract Type Key	Full Listing of Contract Types
01	Tenure
02	Tenure Track
03	Alternative to Tenure (Initial)
04	NTT - Non-Tenure Track (CRC)
05	NTT - Non-Tenure Track Initial
06	NTT - Rolling (BUMC)
07	NTT - At Will (BUMC)
08	Extension Non-cont Term (BUMC)
10	Terminal (CRC)
11	Alternative to Tenure
12	NTT–Initial Non-Tenure Track (CRC)
13	Initial Terminal (CRC)

2.2.4 ‘Decision’ dropdown values

Key	Decision Description
01	Approved
02	Denied
04	3 Year Extension
05	Counseled Out
06	Re-appointed
07	New Terms
08	Non Re-appointed
09	Rank Ended (BUMC)

3 Faculty Appointment Setups

The sections below show examples of various combinations of appointments (using sample units) and how they should be reflected in SAP.

3.1 How to Process Appointments in SAP

**For all of the following examples on how to set up the assignments in SAP, please note, that if you are not the Faculty Actions Manager (FAM), please contact him/her for the faculty data needed to complete the hire form prior to initiating the hire form.*

Allowed appointment combinations										
Variations (process steps in sections below table)	Section #	Academic	Academic	Academic	Academic	Academic	Administrative	Administrative	Administrative	Administrative
Faculty employee only has one Academic appointment	3.1.1	X	--	--	--	--	--	--	--	--
Faculty employee has two Academic appointments.	3.1.2	X	X	--	--	--	--	--	--	--
Faculty employee has a ' Joint ' Academic appointment <i>[Note: This is a true 50/50 split for both money and responsibilities, and is agreed upon prior to the hire. Please contact the Provost Office prior to offering to employee for approval.]</i>	3.1.3	X	X	--	--	--	--	--	--	--
Faculty employee has three Academic appointments	3.1.4	X	X	X	--	--	--	--	--	--
Faculty employee has four Academic appointments	3.1.5	X	X	X	X	--	--	--	--	--
Faculty employee has five Academic appointments	3.1.6	X	X	X	X	X	--	--	--	--
Faculty employee has one Academic appointment and one Administrative appointment	3.1.7	X	--	--	--	--	X	--	--	--
Faculty employee has two Academic appointments and one Administrative appointment	3.1.8	X	X	--	--	--	X	--	--	--
Faculty employee has three Academic appointments and one Administrative appointment	3.1.9	X	X	X	--	--	X	--	--	--
Faculty employee has four Academic appointments and one Administrative appointment	3.1.10	X	X	X	X	--	X	--	--	--
Faculty employee has one Academic appointment and two Administrative appointments	3.1.11	X	--	--	--	--	X	X	--	--
Faculty employee has one Academic appointment and three Administrative appointments	3.1.12	X	--	--	--	--	X	X	X	--
Faculty employee has one Academic appointment and four Administrative appointments	3.1.13	X	--	--	--	--	X	X	X	X
Faculty employee has two Academic appointments and two Administrative appointments	3.1.14	X	X	--	--	--	X	X	--	--
Faculty employee has two Academic appointments and three Administrative appointments	3.1.15	X	X	--	--	--	X	X	X	--

Faculty employee has three Academic appointments and two Administrative appointments	3.1.16	X	X	X	--	--	X	X	--	--
Faculty employee has a 'Joint' Academic appointment and two Administrative appointments	3.1.17	X	X	--	--	--	X	X	--	--
Faculty employee is a Director of a Center (MAIN-Admin) and has two Academic Appointments	3.1.18	X	X	--	--	--	X	--	--	--
Faculty employee only doing Research in a Center = one Academic appointment and one Administrative (new)	3.1.19	X	--	--	--	--	X	--	--	--

3.1.1 Faculty employee only has 1 Academic appointment

Example	How to set up in SAP
1. <u>Professor</u> of <u>English</u> = <ul style="list-style-type: none"> • MAIN* • Primary • Academic 	1. Create (or Maintain an existing vacant) position for the MAIN position, this will be the one with the pay. [Follow the 'Create Position' or 'Maintain Position' instructions] 2. Upon completion of OM form, Hire employee into position with Hire form for Faculty [Follow the 'Faculty Hire' Form instructions]

3.1.2 Faculty employee has 2 Academic appointments

Example	How to set up in SAP
1. <u>Professor</u> of <u>Psychology</u> = <ul style="list-style-type: none"> • MAIN* • Primary • Academic 2. <u>Professor</u> of <u>Psychiatry</u> = <ul style="list-style-type: none"> • CE (Additional Assignment) • Secondary • Academic 	The MAIN assignment must be processed and completed prior to the initiation of the CE: <ol style="list-style-type: none"> 1. Create (or Maintain an existing vacant) position for the MAIN position, this will be the one with the pay. [Follow the 'Create Position' or 'Maintain Position' instructions] 2. Upon completion of OM form, Hire employee into position with Hire form for Faculty [Follow the 'Faculty Hire' Form instructions] Then upon completion of Hire the unit of the 2 nd

	<p>appointment would:</p> <ol style="list-style-type: none"> 1. Create (or Maintain an existing vacant) position for the CE Additional Assignment. In the comments, you must note: "CE for ___enter employees full name___; eff:___date___." [Follow the 'CE Create Position' or 'CE Maintain Position instructions] 2. Upon completion of OM form, Hire employee into position with Hire form* for Faculty. The Hire form will automatically turn into the Additional Assignment Hire form*.
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3.1.3 Faculty employee has a **Joint** Academic appointment

A 'Joint' academic appointment is a true 50/50 split of pay and duties that are pre-approved by the Provost Office and agreed upon prior to the offer. However, the MAIN assignment will still carry all of the money on it as all of the other appointment setups.

If the faculty employee is qualified to be in the 'Faculty Full-Time' employee group, then the percent time will be recorded as 100% on both the MAIN and CE assignment in order for the employee to be correctly placed into the benefit categories that they are eligible for. However, if one of the appointments should end and the other is to continue, then:

- If the one ending is the CE appointment in SAP, then:
 - A termination form needs to be processed
 - And if the MAIN assignment is remain at 100%, then no other form needs to be processed.
 - However, if the MAIN assignment is to revert to 50%, then:
 - A 'Maintain Form' needs to be processed to change the Employee Group (EG) on the position to Faculty Part-time and upon completion
 - An Employee Position Update (EPU) form needs to be processed, with:
 - the reason of 'Change to Employee Group'
 - Percent Time to 50%
 - Salary Amount changed to correct to the new pay
- If the one ending is the MAIN assignment in SAP, then:
 - BUworks needs to be contacted to 'switch' the appointments (effective the date of the change) in order to keep the benefits intact, then:
 - Upon completion of switch being completed, a termination form needs to be completed on the (now) CE assignment.
 - And if the (now) MAIN assignment is to remain at 100%, then no other form needs to be processed.
 - However, if the MAIN assignment is to revert to 50%, then:

- A ‘Maintain Form’ needs to be processed to change the Employee Group (EG) on the position to Faculty Part-time and upon completion
- An Employee Position Update (EPU) form needs to be processed, with:
 - the reason of ‘Change to Employee Group’
 - Percent Time to 50%
 - Salary Amount changed to correct to the new pay

Example	How to set up in SAP
<p>1. <u>Professor</u> of <u>Religion</u> =</p> <ul style="list-style-type: none"> • MAIN* • Primary • Academic • Joint Indicator selected <p>2. <u>Professor</u> of <u>Theology</u> =</p> <ul style="list-style-type: none"> • CE (for Additional Assignment) • Primary • Academic • Joint Indicator selected 	<p>The MAIN assignment must be processed and completed prior to the initiation of the CE:</p> <ol style="list-style-type: none"> 1. Create (or Maintain an existing vacant) position for the MAIN position, this will be the one with the pay. [Follow the ‘Create Position’ or ‘Maintain Position’ instructions] 2. Upon completion of OM form, Hire employee into position with Hire form for Faculty [Follow the ‘Faculty Hire’ Form instructions] <p>Then upon completion of Hire the unit of the 2nd appointment would:</p> <ol style="list-style-type: none"> 3. Create (or Maintain an existing vacant) position for the CE Additional Assignment. In the comments, you must note: “CE for ___ enter employees full name___; eff: __date___.” [Follow the ‘CE Create Position’ or ‘CE Maintain Position instructions] 4. Upon completion of OM form, Hire employee into position with Hire form* for Faculty. The Hire form will automatically turn into the Additional Assignment Hire form*.

3.1.4 Faculty employee has 3 Academic appointments

Example	How to set up in SAP
<p>1. <u>Professor</u> of <u>Psychology</u> =</p>	<p>The MAIN assignment must be processed and</p>

<ul style="list-style-type: none"> • MAIN (this position will carry the pay) • Primary • Academic <p>2. <u>Professor</u> of <u>Psychiatry</u> =</p> <ul style="list-style-type: none"> • CE (Concurrent Employment for Additional Assignment) • Secondary • Academic <p>3. <u>Professor</u> of <u>Sociology</u> =</p> <ul style="list-style-type: none"> • CE (Concurrent Employment for Additional Assignment) • Secondary • Academic 	<p>completed prior to the initiation of the CE:</p> <ol style="list-style-type: none"> 1. Create (or Maintain an existing vacant) position for the MAIN position, this will be the one with the pay. [Follow the 'Create Position' or 'Maintain Position' instructions] 2. Upon completion of OM form, Hire employee into position with Hire form for Faculty [Follow the 'Faculty Hire' Form instructions] <p>Then upon completion of Hire the unit of the 2nd appointment would:</p> <ol style="list-style-type: none"> 5. Create (or Maintain an existing vacant) position for the CE Additional Assignment. In the comments, you must note: "CE for ___ enter employees full name ___; eff: __date__." [Follow the 'CE Create Position' or 'CE Maintain Position instructions] 6. Upon completion of OM form, Hire employee into position with Hire form* for Faculty. The Hire form will automatically turn into the Additional Assignment Hire form*. <p>Then upon completion of Hire the unit of the 3rd appointment would:</p> <ol style="list-style-type: none"> 7. Create (or Maintain an existing vacant) position for the CE Additional Assignment. In the comments, you must note: "CE for ___ enter employees full name ___; eff: __date__." [Follow the 'CE Create Position' or 'CE Maintain Position instructions] 8. Upon completion of OM form, Hire employee into position with Hire form* for Faculty. The Hire form will automatically turn into the Additional Assignment Hire form*.
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3.1.5 Faculty employee has 4 Academic appointments

Example	How to set up in SAP
<ol style="list-style-type: none"> 1. <u>Professor</u> of <u>Psychology</u> = <ul style="list-style-type: none"> • MAIN (this position will carry the pay) • Primary • Academic 2. <u>Professor</u> of <u>Psychiatry</u> = <ul style="list-style-type: none"> • CE (Concurrent Employment for Additional Assignment) • Secondary • Academic 3. <u>Professor</u> of <u>Sociology</u> = <ul style="list-style-type: none"> • CE (Concurrent Employment for Additional Assignment) • Secondary • Academic 4. <u>Professor</u> of <u>Social Work</u> = <ul style="list-style-type: none"> • CE (Concurrent Employment for Additional Assignment) • Secondary • Academic 	<p>The MAIN assignment must be processed and completed prior to the initiation of the CE:</p> <ol style="list-style-type: none"> 1. Create (or Maintain an existing vacant) position for the MAIN position, this will be the one with the pay. [Follow the 'Create Position' or 'Maintain Position' instructions] 2. Upon completion of OM form, Hire employee into position with Hire form for Faculty [Follow the 'Faculty Hire' Form instructions] <p>Then upon completion of Hire the unit of the 2nd appointment would:</p> <ol style="list-style-type: none"> 3. Create (or Maintain an existing vacant) position for the CE Additional Assignment. In the comments, you must note: "CE for ___ enter employees full name___; eff:___date___." [Follow the 'CE Create Position' or 'CE Maintain Position instructions] 4. Upon completion of OM form, Hire employee into position with Hire form* for Faculty. The Hire form will automatically turn into the Additional Assignment Hire form*. <p>Then upon completion of Hire the unit of the 3rd appointment would:</p> <ol style="list-style-type: none"> 5. Create (or Maintain an existing vacant) position for the CE Additional Assignment. In the comments, you must note: "CE for ___ enter employees full name___; eff:___date___." [Follow the 'CE Create Position' or 'CE Maintain Position instructions] 6. Upon completion of OM form, Hire employee into position with Hire form* for Faculty. The Hire form will automatically turn into the Additional Assignment Hire

	<p>form*.</p> <p>Then upon completion of Hire the unit of the 4th appointment would:</p> <ol style="list-style-type: none"> 7. Create (or Maintain an existing vacant) position for the CE Additional Assignment. In the comments, you must note: "CE for _____ enter employees full name_____; eff:___date___." [Follow the 'CE Create Position' or 'CE Maintain Position instructions] 8. Upon completion of OM form, Hire employee into position with Hire form* for Faculty. The Hire form will automatically turn into the Additional Assignment Hire form*.
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3.1.6 Faculty employee has 5 Academic appointments

Example	How to set up in SAP
<ol style="list-style-type: none"> 1. <u>Professor</u> of <u>Psychology</u> = <ul style="list-style-type: none"> • MAIN (this position will carry the pay) • Primary • Academic 2. <u>Professor</u> of <u>Psychiatry</u> = <ul style="list-style-type: none"> • CE (Concurrent Employment for Additional Assignment) • Secondary • Academic 3. <u>Professor</u> of <u>Sociology</u> = <ul style="list-style-type: none"> • CE (Concurrent Employment for Additional Assignment) • Secondary • Academic 4. <u>Professor</u> of <u>Social Work</u> = <ul style="list-style-type: none"> • CE (Concurrent Employment for Additional Assignment) • Secondary • Academic 5. <u>Professor</u> of <u>Religion</u> = <ul style="list-style-type: none"> • CE (Concurrent Employment for Additional Assignment) • Secondary 	<p>The MAIN assignment must be processed and completed prior to the initiation of the CE:</p> <ol style="list-style-type: none"> 1. Create (or Maintain an existing vacant) position for the MAIN position, this will be the one with the pay. [Follow the 'Create Position' or 'Maintain Position' instructions] 2. Upon completion of OM form, Hire employee into position with Hire form for Faculty [Follow the 'Faculty Hire' Form instructions] <p>Then upon completion of Hire the unit of the 2nd appointment would:</p> <ol style="list-style-type: none"> 3. Create (or Maintain an existing vacant) position for the CE Additional Assignment. In the comments, you must note: "CE for _____ enter employees full name_____; eff:___date___." [Follow the 'CE Create Position' or 'CE Maintain Position instructions]

<ul style="list-style-type: none"> • Academic 	<p>4. Upon completion of OM form, Hire employee into position with Hire form* for Faculty. The Hire form will automatically turn into the Additional Assignment Hire form*.</p> <p>Then upon completion of Hire the unit of the 3rd appointment would:</p> <p>5. Create (or Maintain an existing vacant) position for the CE Additional Assignment. In the comments, you must note: “CE for ___ enter employees full name___; eff: ___date___.” [Follow the ‘CE Create Position’ or ‘CE Maintain Position instructions]</p> <p>6. Upon completion of OM form, Hire employee into position with Hire form* for Faculty. The Hire form will automatically turn into the Additional Assignment Hire form*.</p> <p>Then upon completion of Hire the unit of the 4th appointment would:</p> <p>7. Create (or Maintain an existing vacant) position for the CE Additional Assignment. In the comments, you must note: “CE for ___ enter employees full name___; eff: ___date___.” [Follow the ‘CE Create Position’ or ‘CE Maintain Position instructions]</p> <p>8. Upon completion of OM form, Hire employee into position with Hire form* for Faculty. The Hire form will automatically turn into the Additional Assignment Hire form*.</p> <p>Then upon completion of Hire the unit of the 5th appointment would:</p> <p>9. Create (or Maintain an existing vacant) position for the CE Additional Assignment. In the comments, you must note: “CE for ___ enter employees full name___; eff: ___date___.” [Follow the ‘CE Create Position’ or ‘CE Maintain Position</p>
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	<p>instructions]</p> <p>10. Upon completion of OM form, Hire employee into position with Hire form* for Faculty. The Hire form will automatically turn into the Additional Assignment Hire form*.</p>
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3.1.7 Faculty employee has 1 Academic & 1 Administrative appointments

Example	How to set up in SAP
<p>1. <u>Professor</u> of <u>Mechanical Engineering</u> =</p> <ul style="list-style-type: none"> • MAIN (this position will carry the pay) • Primary • Academic <p>2. <u>Chair</u> of <u>Mechanical Engineering</u> =</p> <ul style="list-style-type: none"> • CE (Concurrent Employment for Additional Assignment) • Primary • Administrative 	<p>The MAIN assignment must be processed and completed prior to the initiation of the CE:</p> <ol style="list-style-type: none"> 1. Create (or Maintain an existing vacant) position for the MAIN position, this will be the one with the pay. [Follow the 'Create Position' or 'Maintain Position' instructions] 2. Upon completion of OM form, Hire employee into position with Hire form for Faculty [Follow the 'Faculty Hire' Form instructions] <p>Then upon completion of Hire the unit of the 2nd appointment would:</p> <ol style="list-style-type: none"> 3. Create (or Maintain an existing vacant) position for the CE Additional Assignment. In the comments, you must note: "CE for ___enter employees full name___; eff:___date___." [Follow the 'CE Create Position' or 'CE Maintain Position instructions] 4. Upon completion of OM form, Hire employee into position with Hire form* for Faculty. The Hire form will automatically turn into the Additional Assignment Hire form*.

3.1.8 Faculty employee has **2 Academic & 1 Administrative** appointments

Example	How to set up in SAP
<ol style="list-style-type: none"> 1. <u>Professor</u> of <u>Mechanical Engineering</u> = <ul style="list-style-type: none"> • MAIN (this position will carry the pay) • Primary • Academic 2. <u>Professor</u> of <u>Physics</u> = <ul style="list-style-type: none"> • CE (Concurrent Employment for Additional Assignment) • Secondary • Academic 3. <u>Chair</u> of <u>Mechanical Engineering</u> = <ul style="list-style-type: none"> • CE (Concurrent Employment for Additional Assignment) • Primary • Administrative 	<p>The MAIN assignment must be processed and completed prior to the initiation of the CE:</p> <ol style="list-style-type: none"> 1. Create (or Maintain an existing vacant) position for the MAIN position, this will be the one with the pay. [Follow the 'Create Position' or 'Maintain Position' instructions] 2. Upon completion of OM form, Hire employee into position with Hire form for Faculty [Follow the 'Faculty Hire' Form instructions] <p>Then upon completion of Hire the unit of the 2nd appointment would:</p> <ol style="list-style-type: none"> 3. Create (or Maintain an existing vacant) position for the CE Additional Assignment. In the comments, you must note: "CE for ___enter employees full name___; eff:___date___." [Follow the 'CE Create Position' or 'CE Maintain Position instructions] 4. Upon completion of OM form, Hire employee into position with Hire form* for Faculty. The Hire form will automatically turn into the Additional Assignment Hire form*. <p>Then upon completion of Hire the unit of the 3rd appointment would:</p> <ol style="list-style-type: none"> 5. Create (or Maintain an existing vacant) position for the CE Additional Assignment. In the comments, you must note: "CE for ___enter employees full name___; eff:___date___." [Follow the 'CE Create Position' or 'CE Maintain Position instructions] 6. Upon completion of OM form, Hire employee into position with Hire form* for

	Faculty. The Hire form will automatically turn into the Additional Assignment Hire form*.
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3.1.9 Faculty employee has **3 Academic & 1 Administrative** appointments

Example	How to set up in SAP
<p>4. <u>Professor</u> of <u>Mechanical Engineering</u> =</p> <ul style="list-style-type: none"> • MAIN (this position will carry the pay) • Primary • Academic <p>5. <u>Professor</u> of <u>Physics</u> =</p> <ul style="list-style-type: none"> • CE (Concurrent Employment for Additional Assignment) • Secondary • Academic <p>6. <u>Professor</u> of <u>Biomedical</u> =</p> <ul style="list-style-type: none"> • CE (Concurrent Employment for Additional Assignment) • Secondary • Academic <p>7. <u>Chair</u> of <u>Mechanical Engineering</u> =</p> <ul style="list-style-type: none"> • CE (Concurrent Employment for Additional Assignment) • Primary • Administrative 	<p>The MAIN assignment must be processed and completed prior to the initiation of the CE:</p> <ol style="list-style-type: none"> 1. Create (or Maintain an existing vacant) position for the MAIN position, this will be the one with the pay. [Follow the 'Create Position' or 'Maintain Position' instructions] 2. Upon completion of OM form, Hire employee into position with Hire form for Faculty [Follow the 'Faculty Hire' Form instructions] <p>Then upon completion of Hire the unit of the 2nd appointment would:</p> <ol style="list-style-type: none"> 3. Create (or Maintain an existing vacant) position for the CE Additional Assignment. In the comments, you must note: "CE for _____ enter employees full name_____; eff: __date____." [Follow the 'CE Create Position' or 'CE Maintain Position instructions] 4. Upon completion of OM form, Hire employee into position with Hire form* for Faculty. The Hire form will automatically turn into the Additional Assignment Hire form*. <p>Then upon completion of Hire the unit of the 3rd appointment would:</p> <ol style="list-style-type: none"> 5. Create (or Maintain an existing vacant) position for the CE Additional Assignment. In the comments, you must note: "CE for _____ enter employees full name_____;

	<p>eff: __date__.” [Follow the ‘CE Create Position’ or ‘CE Maintain Position instructions]</p> <p>6. Upon completion of OM form, Hire employee into position with Hire form* for Faculty. The Hire form will automatically turn into the Additional Assignment Hire form*.</p> <p>Then upon completion of Hire the unit of the 4th appointment would:</p> <p>7. Create (or Maintain an existing vacant) position for the CE Additional Assignment. In the comments, you must note: “CE for ___enter employees full name___; eff: __date__.” [Follow the ‘CE Create Position’ or ‘CE Maintain Position instructions]</p> <p>8. Upon completion of OM form, Hire employee into position with Hire form* for Faculty. The Hire form will automatically turn into the Additional Assignment Hire form*.</p>
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3.1.10 Faculty employee has 4 Academic & 1 Administrative appointments

Example	How to set up in SAP
<p>1. <u>Professor</u> of <u>Psychology</u> =</p> <ul style="list-style-type: none"> • MAIN (this position will carry the pay) • Primary • Academic <p>2. <u>Professor</u> of <u>Psychiatry</u> =</p> <ul style="list-style-type: none"> • CE (Concurrent Employment for Additional Assignment) • Secondary • Academic <p>3. <u>Professor</u> of <u>Sociology</u> =</p> <ul style="list-style-type: none"> • CE (Concurrent Employment for Additional Assignment) • Secondary • Academic <p>4. <u>Professor</u> of <u>Social Work</u> =</p>	<p>The MAIN assignment must be processed and completed prior to the initiation of the CE:</p> <p>1. Create (or Maintain an existing vacant) position for the MAIN position, this will be the one with the pay. [Follow the ‘Create Position’ or ‘Maintain Position’ instructions]</p> <p>2. Upon completion of OM form, Hire employee into position with Hire form for Faculty [Follow the ‘Faculty Hire’ Form instructions]</p> <p>Then upon completion of Hire the unit of the 2nd</p>

<ul style="list-style-type: none"> • CE (Concurrent Employment for Additional Assignment) • Secondary • Academic <p>8. <u>Chair</u> of <u>Mechanical Engineering</u></p> <p>=</p> <ul style="list-style-type: none"> • CE (Concurrent Employment for Additional Assignment) • Primary • Administrative 	<p>appointment would:</p> <ol style="list-style-type: none"> 3. Create (or Maintain an existing vacant) position for the CE Additional Assignment. In the comments, you must note: "CE for ___enter employees full name___; eff:___date___." [Follow the 'CE Create Position' or 'CE Maintain Position instructions] 4. Upon completion of OM form, Hire employee into position with Hire form* for Faculty. The Hire form will automatically turn into the Additional Assignment Hire form*. <p>Then upon completion of Hire the unit of the 3rd appointment would:</p> <ol style="list-style-type: none"> 5. Create (or Maintain an existing vacant) position for the CE Additional Assignment. In the comments, you must note: "CE for ___enter employees full name___; eff:___date___." [Follow the 'CE Create Position' or 'CE Maintain Position instructions] 6. Upon completion of OM form, Hire employee into position with Hire form* for Faculty. The Hire form will automatically turn into the Additional Assignment Hire form*. <p>Then upon completion of Hire the unit of the 4th appointment would:</p> <ol style="list-style-type: none"> 7. Create (or Maintain an existing vacant) position for the CE Additional Assignment. In the comments, you must note: "CE for ___enter employees full name___; eff:___date___." [Follow the 'CE Create Position' or 'CE Maintain Position instructions] 8. Upon completion of OM form, Hire employee into position with Hire form* for Faculty. The Hire form will automatically turn into the Additional Assignment Hire form*.
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	<p>Then upon completion of Hire the unit of the 5th appointment would:</p> <ol style="list-style-type: none"> 9. Create (or Maintain an existing vacant) position for the CE Additional Assignment. In the comments, you must note: “CE for ___ enter employees full name___; eff: __date___.” [Follow the ‘CE Create Position’ or ‘CE Maintain Position instructions] 10. Upon completion of OM form, Hire employee into position with Hire form* for Faculty. The Hire form will automatically turn into the Additional Assignment Hire form*.
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3.1.11 Faculty employee has 1 Academic & 2 Administrative appointments

Example	How to set up in SAP
<ol style="list-style-type: none"> 3. <u>Professor</u> of <u>Mechanical Engineering</u> = <ul style="list-style-type: none"> • MAIN (this position will carry the pay) • Primary • Academic 4. <u>Chair</u> of <u>Mechanical Engineering</u> = <ul style="list-style-type: none"> • CE (Concurrent Employment for Additional Assignment) • Primary • Administrative 5. <u>Program Director</u> of <u>Engineering</u> = <ul style="list-style-type: none"> • CE (Concurrent Employment for Additional Assignment) • Secondary • Administrative 	<p>The MAIN assignment must be processed and completed prior to the initiation of the CE:</p> <ol style="list-style-type: none"> 1. Create (or Maintain an existing vacant) position for the MAIN position, this will be the one with the pay. [Follow the ‘Create Position’ or ‘Maintain Position’ instructions] 2. Upon completion of OM form, Hire employee into position with Hire form for Faculty [Follow the ‘Faculty Hire’ Form instructions] <p>Then upon completion of Hire the unit of the 2nd appointment would:</p> <ol style="list-style-type: none"> 3. Create (or Maintain an existing vacant) position for the CE Additional Assignment. In the comments, you must note: “CE for ___ enter employees full name___; eff: __date___.” [Follow the ‘CE Create Position’ or ‘CE Maintain Position

	<p>instructions]</p> <p>4. Upon completion of OM form, Hire employee into position with Hire form* for Faculty. The Hire form will automatically turn into the Additional Assignment Hire form*.</p> <p>Then upon completion of Hire the unit of the 3rd appointment would:</p> <p>5. Create (or Maintain an existing vacant) position for the CE Additional Assignment. In the comments, you must note: “CE for ___ enter employees full name ___; eff: ___ date ___.” [Follow the ‘CE Create Position’ or ‘CE Maintain Position instructions]</p> <p>6. Upon completion of OM form, Hire employee into position with Hire form* for Faculty. The Hire form will automatically turn into the Additional Assignment Hire form*.</p>
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3.1.12 Faculty employee has 1 Academic & 3 Administrative appointments

Example	How to set up in SAP
<p>1. <u>Professor</u> of <u>Mechanical Engineering</u> =</p> <ul style="list-style-type: none"> • MAIN (this position will carry the pay) • Primary • Academic <p>2. <u>Chair</u> of <u>Mechanical Engineering</u> =</p> <ul style="list-style-type: none"> • CE (Concurrent Employment for Additional Assignment) • Primary • Administrative <p>3. <u>Program Director</u> of <u>Engineering</u> =</p> <ul style="list-style-type: none"> • CE (Concurrent Employment for Additional Assignment) • Secondary • Administrative <p>4. <u>Program Director</u> of <u>Physics</u> =</p> <ul style="list-style-type: none"> • CE (Concurrent Employment for Additional Assignment) 	<p>The MAIN assignment must be processed and completed prior to the initiation of the CE:</p> <p>1. Create (or Maintain an existing vacant) position for the MAIN position, this will be the one with the pay. [Follow the ‘Create Position’ or ‘Maintain Position’ instructions]</p> <p>2. Upon completion of OM form, Hire employee into position with Hire form for Faculty [Follow the ‘Faculty Hire’ Form instructions]</p> <p>Then upon completion of Hire the unit of the 2nd appointment would:</p> <p>3. Create (or Maintain an existing vacant)</p>

<ul style="list-style-type: none"> • Secondary • Administrative 	<p>position for the CE Additional Assignment. In the comments, you must note: "CE for ___ enter employees full name___; eff:___date___." [Follow the 'CE Create Position' or 'CE Maintain Position instructions]</p> <p>4. Upon completion of OM form, Hire employee into position with Hire form* for Faculty. The Hire form will automatically turn into the Additional Assignment Hire form*.</p> <p>Then upon completion of Hire the unit of the 3rd appointment would:</p> <p>5. Create (or Maintain an existing vacant) position for the CE Additional Assignment. In the comments, you must note: "CE for ___ enter employees full name___; eff:___date___." [Follow the 'CE Create Position' or 'CE Maintain Position instructions]</p> <p>6. Upon completion of OM form, Hire employee into position with Hire form* for Faculty. The Hire form will automatically turn into the Additional Assignment Hire form*.</p> <p>Then upon completion of Hire the unit of the 4th appointment would:</p> <p>7. Create (or Maintain an existing vacant) position for the CE Additional Assignment. In the comments, you must note: "CE for ___ enter employees full name___; eff:___date___." [Follow the 'CE Create Position' or 'CE Maintain Position instructions]</p> <p>8. Upon completion of OM form, Hire employee into position with Hire form* for Faculty. The Hire form will automatically turn into the Additional Assignment Hire form*.</p>
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3.1.13 Faculty employee has 1 Academic & 4 Administrative appointments

Example	How to set up in SAP
<ol style="list-style-type: none"> 1. <u>Professor</u> of <u>Mechanical Engineering</u> = <ul style="list-style-type: none"> • MAIN (this position will carry the pay) • Primary • Academic 2. <u>Chair</u> of <u>Mechanical Engineering</u> = <ul style="list-style-type: none"> • CE (Concurrent Employment for Additional Assignment) • Primary • Administrative 3. <u>Program Director</u> of <u>Engineering</u> = <ul style="list-style-type: none"> • CE (Concurrent Employment for Additional Assignment) • Secondary • Administrative 4. <u>Program Director</u> of <u>Physics</u> = <ul style="list-style-type: none"> • CE (Concurrent Employment for Additional Assignment) • Secondary • Administrative 5. <u>Mentor</u> of <u>Graduate Students</u> = <ul style="list-style-type: none"> • CE (Concurrent Employment for Additional Assignment) • Secondary • Administrative 	<p>The MAIN assignment must be processed and completed prior to the initiation of the CE:</p> <ol style="list-style-type: none"> 1. Create (or Maintain an existing vacant) position for the MAIN position, this will be the one with the pay. [Follow the 'Create Position' or 'Maintain Position' instructions] 2. Upon completion of OM form, Hire employee into position with Hire form for Faculty [Follow the 'Faculty Hire' Form instructions] <p>Then upon completion of Hire the unit of the 2nd appointment would:</p> <ol style="list-style-type: none"> 3. Create (or Maintain an existing vacant) position for the CE Additional Assignment. In the comments, you must note: "CE for ___enter employees full name___; eff:___date___." [Follow the 'CE Create Position' or 'CE Maintain Position instructions] 4. Upon completion of OM form, Hire employee into position with Hire form* for Faculty. The Hire form will automatically turn into the Additional Assignment Hire form*. <p>Then upon completion of Hire the unit of the 3rd appointment would:</p> <ol style="list-style-type: none"> 5. Create (or Maintain an existing vacant) position for the CE Additional Assignment. In the comments, you must note: "CE for ___enter employees full name___; eff:___date___." [Follow the 'CE Create Position' or 'CE Maintain Position instructions] 6. Upon completion of OM form, Hire employee into position with Hire form* for

	<p>Faculty. The Hire form will automatically turn into the Additional Assignment Hire form*.</p> <p>Then upon completion of Hire the unit of the 4th appointment would:</p> <ol style="list-style-type: none"> 7. Create (or Maintain an existing vacant) position for the CE Additional Assignment. In the comments, you must note: "CE for ___ enter employees full name___; eff:___date___." [Follow the 'CE Create Position' or 'CE Maintain Position instructions] 8. Upon completion of OM form, Hire employee into position with Hire form* for Faculty. The Hire form will automatically turn into the Additional Assignment Hire form*. <p>Then upon completion of Hire the unit of the 5th appointment would:</p> <ol style="list-style-type: none"> 9. Create (or Maintain an existing vacant) position for the CE Additional Assignment. In the comments, you must note: "CE for ___ enter employees full name___; eff:___date___." [Follow the 'CE Create Position' or 'CE Maintain Position instructions] 10. Upon completion of OM form, Hire employee into position with Hire form* for Faculty. The Hire form will automatically turn into the Additional Assignment Hire form*.
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3.1.14 Faculty employee has 2 Academic & 2 Administrative appointments

Example	How to set up in SAP
1. <u>Professor</u> of <u>Mechanical Engineering</u> =	The MAIN assignment must be processed and

<ul style="list-style-type: none"> • MAIN (this position will carry the pay) • Primary • Academic <p>2. <u>Professor</u> of <u>Psychiatry</u> =</p> <ul style="list-style-type: none"> • CE (Concurrent Employment for Additional Assignment) • Secondary • Academic <p>3. <u>Chair</u> of <u>Mechanical Engineering</u> =</p> <ul style="list-style-type: none"> • CE (Concurrent Employment for Additional Assignment) • Primary • Administrative <p>4. <u>Chair</u> of <u>Mechanical Engineering</u> =</p> <ul style="list-style-type: none"> • CE (Concurrent Employment for Additional Assignment) • Secondary • Administrative 	<p>completed prior to the initiation of the CE:</p> <ol style="list-style-type: none"> 1. Create (or Maintain an existing vacant) position for the MAIN position, this will be the one with the pay. [Follow the 'Create Position' or 'Maintain Position' instructions] 2. Upon completion of OM form, Hire employee into position with Hire form for Faculty [Follow the 'Faculty Hire' Form instructions] <p>Then upon completion of Hire the unit of the 2nd appointment would:</p> <ol style="list-style-type: none"> 3. Create (or Maintain an existing vacant) position for the CE Additional Assignment. In the comments, you must note: "CE for ___ enter employees full name ___; eff: __date__." [Follow the 'CE Create Position' or 'CE Maintain Position instructions] 4. Upon completion of OM form, Hire employee into position with Hire form* for Faculty. The Hire form will automatically turn into the Additional Assignment Hire form*. <p>Then upon completion of Hire the unit of the 3rd appointment would:</p> <ol style="list-style-type: none"> 5. Create (or Maintain an existing vacant) position for the CE Additional Assignment. In the comments, you must note: "CE for ___ enter employees full name ___; eff: __date__." [Follow the 'CE Create Position' or 'CE Maintain Position instructions] 6. Upon completion of OM form, Hire employee into position with Hire form* for Faculty. The Hire form will automatically turn into the Additional Assignment Hire form*. <p>Then upon completion of Hire the unit of the 4th appointment would:</p>
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	<ol style="list-style-type: none"> 7. Create (or Maintain an existing vacant) position for the CE Additional Assignment. In the comments, you must note: "CE for ___enter employees full name___; eff:___date___." [Follow the 'CE Create Position' or 'CE Maintain Position instructions] 8. Upon completion of OM form, Hire employee into position with Hire form* for Faculty. The Hire form will automatically turn into the Additional Assignment Hire form*.
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3.1.15 Faculty employee has 2 Academic & 3 Administrative appointments

Example	How to set up in SAP
<ol style="list-style-type: none"> 1. <u>Professor</u> of <u>Mechanical Engineering</u> = <ul style="list-style-type: none"> • MAIN (this position will carry the pay) • Primary • Academic 2. <u>Professor</u> of <u>Psychiatry</u> = <ul style="list-style-type: none"> • CE (Concurrent Employment for Additional Assignment) • Secondary • Academic 3. <u>Chair</u> of <u>Mechanical Engineering</u> = <ul style="list-style-type: none"> • CE (Concurrent Employment for Additional Assignment) • Primary • Administrative 4. <u>Chair</u> of <u>Mechanical Engineering</u> = <ul style="list-style-type: none"> • CE (Concurrent Employment for Additional Assignment) • Secondary • Administrative 5. <u>Mentor</u> of <u>Graduate Students</u> = <ul style="list-style-type: none"> • CE (Concurrent Employment for Additional Assignment) • Secondary • Administrative 	<p>The MAIN assignment must be processed and completed prior to the initiation of the CE:</p> <ol style="list-style-type: none"> 1. Create (or Maintain an existing vacant) position for the MAIN position, this will be the one with the pay. [Follow the 'Create Position' or 'Maintain Position' instructions] 2. Upon completion of OM form, Hire employee into position with Hire form for Faculty [Follow the 'Faculty Hire' Form instructions] <p>Then upon completion of Hire the unit of the 2nd appointment would:</p> <ol style="list-style-type: none"> 3. Create (or Maintain an existing vacant) position for the CE Additional Assignment. In the comments, you must note: "CE for ___enter employees full name___; eff:___date___." [Follow the 'CE Create Position' or 'CE Maintain Position instructions] 4. Upon completion of OM form, Hire employee into position with Hire form* for Faculty. The Hire form will automatically turn into the Additional Assignment Hire

	<p>form*.</p> <p>Then upon completion of Hire the unit of the 3rd appointment would:</p> <ol style="list-style-type: none"> 5. Create (or Maintain an existing vacant) position for the CE Additional Assignment. In the comments, you must note: "CE for ___ enter employees full name___; eff:___date___." [Follow the 'CE Create Position' or 'CE Maintain Position instructions] 6. Upon completion of OM form, Hire employee into position with Hire form* for Faculty. The Hire form will automatically turn into the Additional Assignment Hire form*. <p>Then upon completion of Hire the unit of the 4th appointment would:</p> <ol style="list-style-type: none"> 7. Create (or Maintain an existing vacant) position for the CE Additional Assignment. In the comments, you must note: "CE for ___ enter employees full name___; eff:___date___." [Follow the 'CE Create Position' or 'CE Maintain Position instructions] 8. Upon completion of OM form, Hire employee into position with Hire form* for Faculty. The Hire form will automatically turn into the Additional Assignment Hire form*. <p>Then upon completion of Hire the unit of the 5th appointment would:</p> <ol style="list-style-type: none"> 9. Create (or Maintain an existing vacant) position for the CE Additional Assignment. In the comments, you must note: "CE for ___ enter employees full name___; eff:___date___." [Follow the 'CE Create Position' or 'CE Maintain Position instructions] 10. Upon completion of OM form, Hire employee into position with Hire form* for Faculty. The Hire form will automatically
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	turn into the Additional Assignment Hire form*.
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3.1.16 Faculty employee has 3 Academic & 2 Administrative appointments

Example	How to set up in SAP
<ol style="list-style-type: none"> 1. <u>Professor</u> of <u>Mechanical Engineering</u> = <ul style="list-style-type: none"> • MAIN (this position will carry the pay) • Primary • Academic 2. <u>Professor</u> of <u>Psychiatry</u> = <ul style="list-style-type: none"> • CE (Concurrent Employment for Additional Assignment) • Secondary • Academic 3. <u>Professor</u> of <u>Physics</u> = <ul style="list-style-type: none"> • CE (Concurrent Employment for Additional Assignment) • Secondary • Academic 4. <u>Chair</u> of <u>Mechanical Engineering</u> = <ul style="list-style-type: none"> • CE (Concurrent Employment for Additional Assignment) • Primary • Administrative 5. <u>Program Director</u> of <u>Engineering</u> = <ul style="list-style-type: none"> • CE (Concurrent Employment for Additional Assignment) • Secondary • Administrative 	<p>The MAIN assignment must be processed and completed prior to the initiation of the CE:</p> <ol style="list-style-type: none"> 1. Create (or Maintain an existing vacant) position for the MAIN position, this will be the one with the pay. [Follow the 'Create Position' or 'Maintain Position' instructions] 2. Upon completion of OM form, Hire employee into position with Hire form for Faculty [Follow the 'Faculty Hire' Form instructions] <p>Then upon completion of Hire the unit of the 2nd appointment would:</p> <ol style="list-style-type: none"> 3. Create (or Maintain an existing vacant) position for the CE Additional Assignment. In the comments, you must note: "CE for ___ enter employees full name ___; eff: __date__." [Follow the 'CE Create Position' or 'CE Maintain Position' instructions] 4. Upon completion of OM form, Hire employee into position with Hire form* for Faculty. The Hire form will automatically turn into the Additional Assignment Hire form*. <p>Then upon completion of Hire the unit of the 3rd appointment would:</p> <ol style="list-style-type: none"> 5. Create (or Maintain an existing vacant) position for the CE Additional Assignment. In the comments, you must note: "CE for ___ enter employees full name ___;

	<p>eff: __date__.” [Follow the ‘CE Create Position’ or ‘CE Maintain Position instructions]</p> <p>6. Upon completion of OM form, Hire employee into position with Hire form* for Faculty. The Hire form will automatically turn into the Additional Assignment Hire form*.</p> <p>Then upon completion of Hire the unit of the 4th appointment would:</p> <p>7. Create (or Maintain an existing vacant) position for the CE Additional Assignment. In the comments, you must note: “CE for ___enter employees full name___; eff: __date__.” [Follow the ‘CE Create Position’ or ‘CE Maintain Position instructions]</p> <p>8. Upon completion of OM form, Hire employee into position with Hire form* for Faculty. The Hire form will automatically turn into the Additional Assignment Hire form*.</p> <p>Then upon completion of Hire the unit of the 5th appointment would:</p> <p>9. Create (or Maintain an existing vacant) position for the CE Additional Assignment. In the comments, you must note: “CE for ___enter employees full name___; eff: __date__.” [Follow the ‘CE Create Position’ or ‘CE Maintain Position instructions]</p> <p>10. Upon completion of OM form, Hire employee into position with Hire form* for Faculty. The Hire form will automatically turn into the Additional Assignment Hire form*.</p>
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3.1.17 Faculty employee has a ‘Joint’ Academic & 2 Administrative appointments

Example	How to set up in SAP
<ol style="list-style-type: none"> 1. <u>Professor</u> of <u>Religion</u> = <ul style="list-style-type: none"> • MAIN* • Primary • Academic • Joint Indicator selected 2. <u>Professor</u> of <u>Theology</u> = <ul style="list-style-type: none"> • CE (for Additional Assignment) • Primary • Academic • Joint Indicator selected 3. <u>Chair</u> of <u>Theology</u> = <ul style="list-style-type: none"> • CE (Concurrent Employment for Additional Assignment) • Primary • Administrative 4. <u>Program Director</u> of <u>Religion</u> = <ul style="list-style-type: none"> • CE (Concurrent Employment for Additional Assignment) • Secondary • Administrative 	<p>The MAIN assignment must be processed and completed prior to the initiation of the CE:</p> <ol style="list-style-type: none"> 1. Create (or Maintain an existing vacant) position for the MAIN position, this will be the one with the pay. [Follow the ‘Create Position’ or ‘Maintain Position’ instructions] 2. Upon completion of OM form, Hire employee into position with Hire form for Faculty [Follow the ‘Faculty Hire’ Form instructions] <p>Then upon completion of Hire the unit of the 2nd appointment would:</p> <ol style="list-style-type: none"> 3. Create (or Maintain an existing vacant) position for the CE Additional Assignment. In the comments, you must note: “CE for _____enter employees full name_____; eff:___date___.” [Follow the ‘CE Create Position’ or ‘CE Maintain Position instructions] 4. Upon completion of OM form, Hire employee into position with Hire form* for Faculty. The Hire form will automatically turn into the Additional Assignment Hire form*. <p>Then upon completion of Hire the unit of the 3rd appointment would:</p> <ol style="list-style-type: none"> 5. Create (or Maintain an existing vacant) position for the CE Additional Assignment. In the comments, you must note: “CE for _____enter employees full name_____; eff:___date___.” [Follow the ‘CE Create Position’ or ‘CE Maintain Position instructions] 6. Upon completion of OM form, Hire employee into position with Hire form* for

	<p>Faculty. The Hire form will automatically turn into the Additional Assignment Hire form*.</p> <p>Then upon completion of Hire the unit of the 4th appointment would:</p> <ol style="list-style-type: none"> 7. Create (or Maintain an existing vacant) position for the CE Additional Assignment. In the comments, you must note: "CE for ___ enter employees full name___; eff:___date___." [Follow the 'CE Create Position' or 'CE Maintain Position instructions] 8. Upon completion of OM form, Hire employee into position with Hire form* for Faculty. The Hire form will automatically turn into the Additional Assignment Hire form*.
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3.1.18 Faculty employee is Director of Center (MAIN-Admin) & has 2 Academic appointments

Example	How to set up in SAP
<ol style="list-style-type: none"> 1. Director of <u>Photronics</u> Center = <ul style="list-style-type: none"> • MAIN (this position will carry the pay) • Primary • Administrative 2. <u>Professor</u> of <u>Computer Science</u> = <ul style="list-style-type: none"> • CE (Concurrent Employment for Additional Assignment) • Primary • Academic 3. <u>Professor</u> of <u>Mechanical Engineering</u> = <ul style="list-style-type: none"> • CE (Concurrent Employment for Additional Assignment) • Secondary • Academic 	<p>The MAIN assignment must be processed and completed prior to the initiation of the CE:</p> <ol style="list-style-type: none"> 1. Create (or Maintain an existing vacant) position for the MAIN position, this will be the one with the pay. [Follow the 'Create Position' or 'Maintain Position' instructions] 2. Upon completion of OM form, Hire employee into position with Hire form for Faculty [Follow the 'Faculty Hire' Form instructions] <p>Then upon completion of Hire the unit of the 2nd appointment would:</p> <ol style="list-style-type: none"> 3. Create (or Maintain an existing vacant) position for the CE Additional Assignment. In the comments, you must note: "CE for ___ enter employees full name___; eff:___date___." [Follow the 'CE Create

	<p>Position’ or ‘CE Maintain Position instructions]</p> <p>4. Upon completion of OM form, Hire employee into position with Hire form* for Faculty. The Hire form will automatically turn into the Additional Assignment Hire form*.</p> <p>Then upon completion of Hire the unit of the 3rd appointment would:</p> <p>5. Create (or Maintain an existing vacant) position for the CE Additional Assignment. In the comments, you must note: “CE for _____ enter employees full name_____; eff: __date____.” [Follow the ‘CE Create Position’ or ‘CE Maintain Position instructions]</p> <p>6. Upon completion of OM form, Hire employee into position with Hire form* for Faculty. The Hire form will automatically turn into the Additional Assignment Hire form*.</p>
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3.1.19 Faculty employee only doing primarily Research in a Center = 1 Acad & 1 Admin appointments

Example	How to set up in SAP
<p>1. New Job of <u>‘Center Faculty Member’</u> =</p> <ul style="list-style-type: none"> • MAIN* • Primary • Administrative <p>2. CE Professor of <u>Computer Science</u> =</p> <ul style="list-style-type: none"> • CE (Concurrent Employment for Additional Assignment) • Primary • Academic 	<p>The MAIN assignment must be processed and completed prior to the initiation of the CE:</p> <p>1. Create (or Maintain an existing vacant) position for the MAIN position, this will be the one with the pay. [Follow the ‘Create Position’ or ‘Maintain Position’ instructions]</p> <p>2. Upon completion of OM form, Hire employee into position with Hire form for Faculty [Follow the ‘Faculty Hire’ Form instructions]</p> <p>Then upon completion of Hire the unit of the 2nd appointment would:</p>

	<ol style="list-style-type: none"> 3. Create (or Maintain an existing vacant) position for the CE Additional Assignment. In the comments, you must note: "CE for ___enter employees full name___; eff:___date___." [Follow the 'CE Create Position' or 'CE Maintain Position instructions] 4. Upon completion of OM form, Hire employee into position with Hire form* for Faculty. The Hire form will automatically turn into the Additional Assignment Hire form*.
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3.2 Termination of Faculty Appointments

When a faculty employee terminates their employment with Boston University, it is processed utilizing the Termination form or the Retirement form (if eligible). However, if they have more than one assignment there needs to be communication between the units that hold their appointments to determine if:

- All appointments are ending –
 1. In this case, prior to ending the MAIN assignment, **all of the CE assignments must be terminated first** (Note: CE assignments are not eligible for retirement and are only terminated). The termination form would be initiated by the Faculty Payroll Coordinator in the unit holding the CE assignment. The effective date is the last day of the month (as their termination from the position will automatically update to begin on the 1st of the following month).
 2. Once all CE assignments have been terminated, then the Faculty Payroll Coordinator of the MAIN assignment is notified that they may initiate the Termination/Retirement form for the MAIN assignment.
- No appointments ending - One of the secondary academic assignments wishes to become the MAIN assignment and current MAIN wishes to become secondary. This action must be done with great care as to not affect the benefits and pay records of the employee. Please contact HR/Provost Office to determine the best way to process as there are many various combinations of appointments.
- If the Dean wants to retain the employee as a Faculty Non-Compensated-Volunteer going forward, this is **not a termination** and may be processed through the forms:
 1. Faculty Payroll Coordinator must process a Maintain Position and note in the comments that “ employee (full name) is changing to a Volunteer effective on fill in the date .

2. Once it completes, they will then process an EPU (Employee Position Update) form with the reason of ‘Change to Employee Group’ and enter all the data to put the employee into the updated volunteer position.
3. If employee has CE, then ALL assignments must be converted to Volunteer as well.

3.3 Forms Relating to Faculty Data

- **Faculty Hire** – used to hire, rehire, or hire into an Additional Assignment. The single form will automatically change into:
 - a **Rehire** if the employee is retired or terminated in SAP, or
 - an **Additional Assignment**, if the faculty employee already exists in SAP. *Note: If you were not expecting this, please stop and check with the Provost Office to find out who holds the MAIN Assignment to contact and discuss.*
- **Faculty Data Maintenance** – used to change/maintain the faculty data on a IT9001 record, or create a IT9001 record when needed/missing.
- **Employee Position Update** – when a faculty member moves within the same school, gets a promotion, change in title or has a change to their PA, PSA, EG or ESG
- **Transfer** – when a faculty employee moves to a different school/college or unit within a school under a different organization that the payroll coordinator does not have access to.
- **Position Change** - when a faculty member moves within the same school that requires a new position [Ex: if going from graded staff position to faculty position]
- **Recurring Payment** – used to pay money owed for services over their base salary that is for a period of more than one month. [Ex: if faculty employee is a Chair and should receive a stipend above their base salary, it would be paid through a recurring payment throughout their administrative appointment.]
- **Additional Payment** – used to pay a 1 time payment for money owed over their base salary
- **Termination** – used when employee is totally leaving BU (**note: changing to volunteer status is not a termination**). If faculty employee has CE, then the additional assignments must be terminated prior to the MAIN.
- **Retirement** – used when employee is eligible for retirement status and is leaving BU. Note: if faculty employee has CE, then the additional assignments would be terminated (not retired) prior to processing the Retirement Action on the MAIN assignment
- **Non-Reappointment/Non-Continuance** – when a faculty employee is given notice that their appointment will not be continuing.
- **Education** – to maintain/create records for degrees/awards obtained by the faculty employee

3.4 Corrections Relating to Faculty Data

Correction needed	Form	Fields
<p>Missing Appointment*</p> <p><i>*Refer to Section 3.1</i></p>	<p>Find the appropriate appointment scenario in Section 3.1 and follow the instructions in the 'How to set up in SAP' column.</p>	
<p>Missing/Incorrect IT9001-Faculty Data on Appointment/Contract**</p> <p><i>**Refer to Section 2</i></p>	<p>Faculty Data Maintenance Form – After form opens:</p> <ul style="list-style-type: none"> - Review Actions - Review Current Faculty Contract Information Section - Highlight row of record that needs correcting and 	<ul style="list-style-type: none"> - Make corrections to any of the fields that are missing or incorrect: <ul style="list-style-type: none"> o Active Status o Affiliate Name (if app) o Appointment Level o Appointment Type o Contract End Date o Contract Length o Contract Start Date o Contract Type o Coterminous o Covered By o Date of Tenure (if app) o Decision o Decision Date o FT Hire Date o Initial Acad Appt Date o Joint (if app) o Major Affiliate (if app) o Position/Rank Eff Date o Ten Review Year (if app) - Check all data prior to submitting - Submit form - Validate through PA20.
<p>Mismatch on Position and/or Job titles***</p> <p><i>***Refer to Section 1.2</i></p> <p>Note: this is only if there is a mismatch or incorrect. Does not include (for example) when the employee gets promoted to a new rank. That would require an OM and then EPU.</p>	<p>OM Maintain</p>	<p>Make corrections to any of the fields that are incorrect:</p> <ul style="list-style-type: none"> - Job - Position Long Name <p>For Position (Med) Name or Position Abbreviation. Please note that it is incorrect and what it should be in the comment section for Compensation/OM to update.</p>
<p>Position has wrong MCC (Master Cost Center)</p>	<p>OM Maintain</p>	<p>Master CostCenter</p>
<p>Position in wrong Organization Unit</p>	<p>OM Maintain</p>	<p>Organization Unit</p>

4 Glossary

Note: Format = **word**; related page number; [link to relating page #](#); *definition source, definition

- **Academic**; pg. 4; ([Academic](#)) *, - for professorial, instructional ranks which may also have a modifier of clinical, research, adjunct or emeritus. [Note: full listing of academic ranks are located in Section 1.2.1]
- **Active Status**; pg. 13; - If the faculty employee is within his/her contract appointment agreement and is not terminated or retired from the university, then 'Active' should be selected/displayed. The 'Inactive' status is for terminated or retired status with the university.
- **Administrative**; pg. 4; ([Administrative](#)) *, - for professional duties that may require the management of a unit, division, program or employees. [Note: full listing of administrative ranks located in Section 1.2.2]
- **Appointment Level**; pg. 11; - Identifies if the appointment is the Primary or Secondary Appointment for both the Appointment Type of Academic and Administrative. [Note: this can be determined by where the faculty employee does most of their work and mainly what their discipline is in.]
- **Appointment Type**; pg. 11; - Identifies if the appointment is an Academic Appointment (such as Professor; full listing of Academic titles is located in Section 1.3) of an Administrative Appointment (such as Chair; full list of Administrative titles is located in Section 1.4)
- **Concurrent Employment**; pg. 9; ([ConcurrentEmployment](#)) -
- **Contract End Date**; pg. 13; - This is the end date of the appointment. The format of the date is: mm/dd/yyyy; Ex: 01/01/2013
- **Contract Length**; pg. 13; - The 'Contract Length' field is currently not a calculated field in SAP and can be updated at any time by entering the length of time the contract was for. The format of the date is yy.mm. If faculty employee had a contract for 2 ½ years the entry would be made as follows: 02.06 (2 years & 6 months). If they terminated after 35 months the entry would be made as follows: 02.11 (2 years & 11 months).
- **Contract Start Date**; pg. 12; - This is the start date of the appointment. Note: there can be several 'Re-appointments' or 'Status Changes' for the same position/rank which will result in several 'Contract Start Dates' per position/rank. The format of the date is: mm/dd/yyyy; Ex: 01/01/2013
- **Contract Type**; pg. 12; - This table correlates automatically which varies upon the selection made in the 'Covered By' field. [Full list of selection values noted in section2.2.3.]
- **Coterminous**; pg. 12; - This means that the appointment will terminate if the MAIN position terminates [Ex.: Administrative appointments are coterminous, as there must be an active academic appointment for the administrative appointment to be active.]
- **Covered By**; pg 12; - This determines the track and the Contract type that they are governed under. [Ex.: Tenure-TEN for CRC; FY-FPP for BUMC....]

- **Current Rank**; pg.11; - the current rank that the faculty employee holds defaults in from IT0001. It displays the title and the position number.
- **Date of Tenure**; pg. 12; - This is the full date that the faculty employee obtained tenure. Faculty employees who have this filled in must be on a 'Covered By' of 'Tenure'.
Note: This is only valid on the Charles River Campus as there is no tenure on the BU Medical Campus. The format of the date is: mm/dd/yyyy; Ex: 01/01/2013
- **Decision**; pg. 13; - Identifies the outcome of the appointment approval (full selection list below in Section 2.2.4)
- **Decision Date**; pg. 13; - This was the date that the final required approver signed off on the appointment. [Ex: President, Provost of Dean approval date.] The format of the date is: mm/dd/yyyy; Ex: 01/01/2013
- **Employee Group** ; pg. 4 ; ([EmployeeGroup](#)) *D+, - is how employees are grouped based on similarities/differences in time, pay and/or benefits. Part of the Enterprise Structure.
- **Employee Subgroup**; pg. 4; ([EmployeeSubgroup](#)) *D+. – are subdivisions of the Employee Groups which further define employees similarities/differences in time, pay and/or benefits. Part of the Enterprise Structure.
- **Full Time Hire Date**; pg. 11; - This is the date that the faculty employee was hired as or became a Full-Time faculty employee. Note: Full-time is equal to 100if an employee leaves the university (terminates from the system and is rehired as a Full-time faculty, this should hold the date of the rehire not the original FT date. If they come back as a Part-Time or Volunteer, then the date should not be filled in. The format of the date is: mm/dd/yyyy; Ex: 01/01/2013
- **Initial Academic Appointment Date**; pg. 11; - This is the very first effective date that a faculty employee ever held a faculty appointment with Boston University. The format of the date is: mm/dd/yyyy; Ex: 01/01/2013
- **Job**; pg. 5; ([JOB](#)) *D – Job is a type of object managed in SAP HCM Organizational Management module and is assigned to a position. Job classifies positions and allows standardized attributes to inherit to the position, such as qualifications, descriptions, US job attribute codes, and planned compensation. The validity date of each attribute defines whether data is current, historical or future. For Faculty this is the rank equivalent. [Examples: Professor, Clinical Associate Professor, Director, Dean...]
- **Job #**; pg. 5 ; ([JobNumber](#)) * - is the unique code number which is the identifier for a particular 'Job'
- **Job Short Text**; pg. 5 ; ([JobShortText](#)) * - is the unique code text which is the identifier for a particular Job's abbreviated title [ex: PROF = Professor. Full listing located in Sections 1.2.1 and 1.2.2]
- **Joint**; pg. 12; - If the employee has a 'true' joint academic faculty appointment with 50/50 split for both pay and responsibilities divided equally between two units, and is agreed upon prior to the hire. Please contact the Provost Office prior to offering to employee for approval.
- **Major Affiliate & Affiliate Name**; pg. 12; - to identify the affiliation an employee holds with any of the Outside Institutes/Practices Affiliated with Boston University.
- **MAIN**; pg. 8; ([MAIN](#)) -

- **Position Long Title;** pg. 5 ; ([PositionLongText](#)) *, - is known as the ‘business card’ title. It is the full approved title of the appointment which combines the Position Medium Text with the School/College/Unit and sometimes the sub-unit of the department. [Ex: Professor of Medicine in Nephrology . This example highlights ‘Nephrology’ which is a sub-specialty unit within the Department of Medicine in the School of Medicine.]
- **Position Medium Text;** pg. 5 ; ([PositionMedText](#)) *, – is the rank name [ex: Professor, Research Associate Professor...; Full listing located in Sections 1.2.1 and 1.2.2]
- **Position/Rank Effective Date;** pg. 11; - This is the date that the Position/Rank was approved to be effective by.
- The format of the date is: mm/dd/yyyy; Ex: 01/01/2013
- **Position Short Text;** pg. 5; ([PositionShortText](#)) *,– is usually the same as the Job Short Text; however, in some cases it is varied and needed to either group or distinguish between ‘Job Short Texts’. For example, the 2 Instructor Jobs [INSTCR & INSTMC = INST for reporting purposes] and to distinguish differences for Executives [M6EXECSDEANS = PRES, PROV, ASCPROV or DEAN].
- **Primary;** pg. 8; ([Primary](#)) -
- **Tenure Review;** pg. 12; - This is the year that the employee is due for their tenure review. Faculty employees who have this filled in must be on a ‘Covered By’ of ‘Tenure Track’. [Ex: ‘2013’]

Notes:

*= Not in Data Dictionary

*D=Definition same as the Data Dictionary

*D+=Definition from the Data Dictionary + additional

*N=Definition not the same as the Data Dictionary

5 **IMPORTANT** Tips to Remember

- ✓ A faculty employee may only hold up to 5 appointments at any given time
- ✓ The MAIN Assignment carries all of the pay for the employee
- ✓ The MAIN Assignment will almost always be an Academic Assignment
- ✓ The MAIN Assignment **must be established** (completed) first in SAP prior to the initialization of any CE Additional Assignment(s).
- ✓ When either creating or maintaining a position for CE to note the following in the comment section: “CE for enter faculty employees full name effective on enter the effective date.”
- ✓ If you are initiating the Faculty Hire and you are not the Faculty Actions Manager (FAM), please contact him/her for the faculty data needed to complete the hire form prior to initiating the form
- ✓ When a Faculty Employee is terminating and has CE assignments; the **CE assignments must be terminated prior to the MAIN.**
- ✓ If a Faculty Employee is changing from a paid to a volunteer ESG, then it is **not a termination**. There needs to be a Maintain Position form and an EPU processed to reflect the update of employment status on the faculty employee.