

Common Appointment Changes

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Common Appointment Changes

Appointment Status Form (ASF) - This form is used for all appointment changes unless it is indicated below that an ASF is not needed. Complete instructions for completing an ASF may be found in the [GEMS appointments Training Guide](#).

Concurrent - This is defined as an employee who already is working and takes a second job. The second job must be appointed on a different record number. When creating the ASF, you will need to check "Create Concurrent" on the final tab. If the employee already has multiple records, there is no need to create a new record number. Records that were used in other departments that have been terminated over four months can be reused for your appointment. **NOTE:** *Use Courtesy records only for courtesy faculty appointments. Do not use POI records.*

Directory changes – To update the USF directory, changes must be made in GEMS. The updated information generally takes 24-48 hours to appear in the directory. HR is able to change department, phone number, and mail point as follows:

- (1) **Employees with positions:** Department, phone number, and mail point are attached to each position. The HR contact in your department who updates position descriptions needs to submit these changes through CAREERS for approval.
 - (2) **Temporary employees:** For a change in department, submit an ASF to your Service Center Representative. For phone number and mail point corrections, submit the information in an email to your Service Center Representative.
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Email Changes – Email updates must be submitted by the department to their IT representative. Please contact the desktop support person within your department responsible for Information Technology (IT) matters. The IT department loads email address information every night into the GEMS system. Any information not entered during this load will be overwritten the next time the process runs. Human Resources is not able to enter this information directly.

Faculty Year Changes - Faculty appointment changes from 12 month to 9 month or 9 month to 12 month must have a conversion letter along with the ASF. This change must be approved by the Provost's Office. The Faculty member stepping down from his or her term must have the working title changed back to the Faculty member's regular title and the new Faculty Administrative Code must be noted on the ASF.

Hours Change/FTE Change - If an employee is changing the number of hours they will work each week, then an ASF must be created containing the new hours and new FTE.

- FTE is computed by dividing the number of hours worked each week by 40. See the [FTE & Standard Hours Conversion](#) Chart for more information.

- Graduate Assistants require a new [offer letter](#) accompanied by the ASF for all appointment changes.
 - If the employee is on a position, the Appointment Change (FTE) letter (located on the [HR Forms library](#)) needs to be completed and attached to the ASF when submitted. If there will be changes in hours worked or in the hourly rate the employee is receiving, a review by Classification and Compensation is required prior to the appointment being processed.
 - If the employee is a Temporary employee and the rate of increase is over \$1.50 an hour, a review by Classification and Compensation is required.
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Job Change - If an employee is moving from one job to another, then an ASF must be created. If a graduate assistant is changing jobs, a new offer letter must be included with the ASF. Please note that when changing jobs, the student level and supervisor must be changed where appropriate. If a Faculty member is appointed for a term, the ASF and offer letter must include the working title (e.g.: Chair & Professor, Director & Professor, etc.), appropriate Faculty Administrative Code, and end date (if the Faculty member will be receiving a temporary stipend).

Leaves of Absence – Once approved, you must include a copy of the supporting approved paperwork along with the ASF.

Professional Development Leave Each year Human Resources receives a list from the Provost's Office of the employees approved for professional development leave. The department must submit an ASF for changes approved after production of the list. Please indicate the dates the employee will be on professional development leave and the salary amount for the leave period.

Mail Point change – If the work mail point needs to be changed,

- (1) **Employees with positions:** Supervisor, phone number, and mail point are attached to each position. The HR contact in your department who updates position descriptions needs to submit these changes through CAREERS for approval.
 - (2) **Temporary employees:** the information that needs to be changed can be submitted in an email to your Service Center Representative.
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Pay Distribution – Many departments enter their own pay distribution. If the Employment Center enters pay distribution for your department hires and rehires, the combo code must be supplied at the time of appointment, rehire, or extension. When an employee is extended and the pay distribution needs to be changed, please indicate in the comments section of the ASF that it is a change of pay distribution and list the new combo code.

Phone Number change – If the work phone number needs to be changed,

- (1) **Employees with positions:** Supervisor, phone number, and mail point are attached to each position. The HR contact in your department who updates position descriptions needs to submit these changes through CAREERS for approval.

(2) **Temporary employees:** the information that needs to be changed can be submitted in an email to your Service Center Representative.

Salary Rate change - If an employee is to receive a pay rate change, then an ASF is necessary.

- **Temporary employee** salary changes should include the reason for the change in the remarks section of the ASF. Temporary nonstudent increases over \$1.50 per hour must be approved by Classification & Compensation before they will be processed. FWS students receiving multiple pay changes and increases over \$1.00 will be reviewed and may be subject to further approval.
 - **Faculty** member pay increases, other than those approved by the Legislature or as a result of the Collective Bargaining Agreement, must be approved by the Provost's Office and should include either a letter for term appointments or an [Out of Cycle Increase form](#) with appropriate documentation.
1. **Staff and Administration** salary increases must be reviewed by Classification and Compensation prior to being processed in GEMS.
 2. **Minimum Wage Increases** generally legislated minimum wage increases will be electronically uploaded to those affected employees by HR and will **not** require the submission of an ASF by the department.
 3. **Special Pay Increases (SPI)** must include an ASF, the SPI form, and any accompanying documentation. It must be reviewed and approved by Classification & Compensation before it can be processed in GEMS.

Sabbaticals - Each year, Human Resources receives a list from the Provost Office of the employees approved for sabbatical over the following academic year. The department must submit an ASF for changes approved after production of the list. Indicate the dates the employee will be on sabbatical and the amount of salary for the period.

Semester Changes – An ASF is required for semester changes. Semester changes are made when an employee is being reappointed to a new semester (ex: Fall to Spring) or when an appointment changes in the middle of the semester. A common semester change is when an employee is appointed as a 9 month student in the Fall and then changes to a Spring only appointment in January.

Summer Faculty Appointments

When using GEMS, **faculty position numbers for new Summer appointments**, (active 9 month faculty who have not previously worked over the summer) are assigned by the system when the appointment is entered. Therefore, it is **not** necessary for departments to submit a position number on the ASF.

For faculty who had a summer appointment in the previous year, the department may generate an ASF using the previous year's appointment record number, changing parameters to accurately reflect the current summer's assignment.

Note that if a **faculty member had multiple appointments over different summer sessions in the previous year**, it is more convenient for processing purposes to keep like term appointments on the same employee record (Empl Rcd) numbers. For example, if last year Professor Jones had a Summer C appointment on Empl Rcd 600 and a Summer B appointment on Empl Rcd 601, then it is easier to generate a new appointment for this Summer C appointment on Empl Rcd 600 and for B on 601. There are fewer parameters to change.

While it is possible to generate a summer appointment ASF from a faculty academic year appointment, it is recommended that you check "Create Concurrent Job" on Tab #4 instead of "Create Appt Change." Although the summer appointment is not technically a "concurrent" appointment, this will serve as a notice to all that it is a *different* appointment, and not a change to the academic year appointment.

- Summer FTE is computed at 0.8333 per credit hour basis for standard lecture, on-line and laboratory courses regardless of the session in which the course is taught.
- You may find the [salary calculator](#) helpful in determining FTE.
- Additional information on faculty summer appointments can be found on the [Provost's site](#).

Supervisor Change

(1) Employees in positions: Supervisor, work phone number, and mail point are attached to each position. The HR contact in your department who updates position descriptions needs to submit these changes through CAREERS for approval.

(2) Temporary employees: If the only change being made is a change of supervisor, the following information can be submitted in an email to your Service Center Representative:

Effective date

Name of Employee and GEMS EMPL ID #

Name of Supervisor and Supervisors GEMS EMPL ID #

EX: Effective 3/5/09 John Townsend GEMS employee ID #78356 will now report to Katrina Powell GEMS employee ID # 81264.

For multiple Temporary employee changes as a result of a department reorganization or a new Dean/Director or Chair please check with your HR Representative to see if a spreadsheet should be submitted with the appropriate information.

Supersede - A supersede occurs when an appointment that has previously been submitted needs to be changed or corrected. If that change/correction is effective the date of the appointment then this is a supersede. A supersede always has the same date as the original action and must be stated as SUPERSEDE in the remarks section of the ASF. If it is not the same date, this should be stated as an Appointment Change in the remarks section of the ASF.

Tenure and/or Promotion of Faculty Members - Guidelines and procedures are located on the [Office of the Provost website](#). Information is provided directly to HR from the Provost office and does not require an ASF. Additional information found by visiting the [Tenure & Promotion page](#).

Terminations - An ASF should be submitted to Human Resources to ensure that the terminating employee is removed from active status. Submission of the ASF at the time the employee gives notice or is terminated is essential to timely processing. The last day worked should be entered in the Appointment End Date field on the ASF. Human Resources will add one day to this date when entering the date into GEMS to allow the department to certify payment for the person's last day worked.

- (1) **Temporary employee** terminations do not require a letter of resignation. An ASF is required only when a temporary employee is terminating on a different date than what was entered at the time of their initial employment.
- (2) **Faculty, Staff, and Administration positions** require a letter of resignation attached to the ASF. If an oral resignation is given, the employee needs to be asked to submit a letter of resignation. If the employee does not submit one, then state on the ASF that no letter of resignation was provided.

Paperwork for Faculty Termination as a result of resignation will have an acceptance of resignation from either the Chair of the department or that Colleges Dean's office and an acceptance of resignation from the Provost's Office. In some cases, an additional acceptance memo may be attached.

- **Non reappointments** must include appropriate documentation attached to the ASF.
 - If termination is for **Layoff**, this reason must be stated on the ASF.
 - The reason "**retirement**" is used only if the person is officially retiring from the university.
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Transfers – typically defined as a move from one department to another. The Employment Center processes two types of transfers, Departmental and Employee.

- (1) **Departmental transfers** are usually made as a result of a reorganization, restructuring of departments within a college or due to the creation of a new department. If the employees affected are assigned a position, the transfer and subsequent paperwork should be coordinated through your recruitment consultant. Once all areas (finance, registrar) are finalized, then an ASF is completed and sent to the Service Center Representative for processing. If there are a large number of employees affected, a spreadsheet may be created but should be coordinated through your Service Center Representative.
- (2) **Employee transfers** are usually made as a result of a promotion, job change or with temporary employees, as a result of a move to another department, though there are other times when this occurs. Normally this process requires a termination ASF from the old

department and an appointment ASF from the new department. In order to streamline the process for employee transfers from one department to another (that have no break in service) and to reduce the need for additional paperwork, the Employment Center has created the following procedure:

If an employee is leaving your department, you will need to send an email to your Service Center Representative with the following information:

- Name of Employee
- Employee ID number
- Last day the employee will be working in your department
- Name of new department

This email will then be printed out and attached to the appointment ASF for the receiving department.

*Please note: While this process is meant to reduce the need for additional paperwork, the Employment Center does recognize that some colleges may still require an ASF to terminate Administration and Staff employees as a result of a transfer. This decision will be left up to the individual colleges. If you know the individual is taking a job in another department, please indicate that on the termination ASF to prevent possible unnecessary and inconvenient interruptions in computer access and/or benefit coverages.
