APPOINTMENTS APPLICATION

To access the application, follow these steps:

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

MY EMPLOYEES PAGE

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

CURRENT and FUTURE APPOINTMENTS

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

A. **Reappoint**
   a. Select the appropriate date range for the upcoming appointment. You may also enter in an exact date range to meet the needs of your appointment request.
   b. Review the Rate, FTE and funding source for the dates specified.
   c. For RA & TA appointments: Select the appropriate graduate descriptors if you are reappointing a grad student. At least 1 descriptor must be selected in order to proceed. These descriptors will populate RA or TA offer letters. You will not have to enter any additional information.
   d. For Academic Hourly appointments: Enter/review the job description. HR will develop a complete job description based on the info you provide.

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

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

NEW APPOINTMENTS (how to initiate a new hire request)

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

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

2. Enter **Name**, **UIN**, and/or **Netid** and then click "**Search**" to search for the employee whom you wish to appoint. Review the search results.

   a. If the results list multiple people with the same name, determine the correct appointee and click "**Hire this person**" in the action column to the right-hand side of the screen.

   b. If the results do not list anyone, and this is a new employee to the University, click "**Create New Appointment**".

3. Once you have entered the new hire name, you will then choose your **"hiring unit"** and the **"position type"**. The position type you select will determine the rest of the information needed to complete the request. (There are position descriptions at the end of this document to reference.)

4. For TA or RA positions the salary box should default to the appropriate rate for the student employee. Update the salary box to reflect the hourly rate if hiring an undergrad or grad hourly. The **"100% FTE Base Monthly Rate"** for a TA or RA must be entered for the correct monthly rate to calculate. The current academic year 2017-2018 rate that you will enter is **$3,635.74** (Rate could vary for PHD students. HR will confirm rate and contact you if different). The appointment app will calculate accordingly based on FTE %. For example, a 25% assistantship will calculate out to be $908.94 monthly when the $3,635.74 base rate is entered. Be sure you are appointing the TA or RA with an accurate FTE.

   a. 25% FTE assistantship is equal to 10 hours per week = $908.94 monthly
   b. 33% FTE assistantship is equal to 13.33 hours per week = $1,199.79 monthly
   c. 50% FTE assistantship is equal to 20 hours per week = $1,817.87 monthly
   d. 67% FTE assistantship is equal to 26.67 hours per week = $2,435.95
      (NOTE: These are the rates for the spring semester 2018)

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

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

Dates and Funding*

Appointment Start Date	Appointment End Date
1/1/2018	5/15/2018

Date Range 1 - you may not edit this date range because it is already being processed.

Processing Org	Start Date	End Date	%FTE	Monthly Salary
Urban and Regional Planning	1/1/2018	5/15/2018	25.0%	$908.94

n	Title (Index code) / CFOPA	E-Verify Account	Account Status	Account	Location Code	%Fund	Total Amt	Action
1	Sample 1-100018-555555-555555					100.00%	$4,111.85	

7. Choose a "Graduate Descriptor" and enter a brief description of duties. Any "**Comments or Justification**" can be entered in the box indicated as such. For example; TA job will have the teaching box checked, then in the comments section you will indicate course#, course title, online course or not and who the individual will report to. RA job will have the appropriate box checked, then in the "major duties & responsibilities" field a brief description of duties with a reference of what research project they will be working on.

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

- ☐ **Collaborating with Faculty in Preparing Publications**
- ☑ **Conducting Experiments**
- ☐ **Organizing or Analyzing Data**
- ☐ **Other Research Activities**
- ☐ **Overseeing Work of Other RA's**
- ☐ **Presenting Findings in a Publication or Dissertation**

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

Researching the effects of using applications for grant work.

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

Documentation
Please upload documents relevant to the appointment request

Type	**File**	
▼	Browse… No file selected.	Upload

Comments or justification

[Submit Appointment Request]   [Save and Continue Later]   [Cancel Request]

9. Complete the rest of the fields as appropriate and hit the "**Submit Appointment Request**" button.

NEXT STEPS IN THE APPOINTMENT PROCESS

Your request will route to the HR queue for review of the appointment request and any visa status considerations that may be relevant. The request will then route to the business review stop. At this stop we will review the account to ensure there are funds available, the appointment is allowable on those funds, and that the work is being done within the period of performance. Greg Anderson or Kendra Shaffer may contact you if there are questions/concerns.

FINAL STEPS

The appointment will then route back to the HR office where they will process the appointment request. This may include sending offer letters, completing Form I-9s and completing the new hire process for new employees. Offer letters or job notifications are sent via email to the new or reappointed employee. These email offers and notifications will be copied to the designated supervisor.

NEW EMPLOYEES & FORM I-9 COMPLETION

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

POSITION DESCRIPTION DEFINITIONS

Assistantship Definitions:

- **Research Assistant** - The duties of a Graduate Research Assistant primarily involve applying and mastering research concepts, practices, or methods of scholarship. Examples of typical responsibilities include: Conducting Experiments, Organizing or Analyzing Data; Presenting Findings in a Publication or Dissertation, Collaborating with Faculty in Preparing Publications, Overseeing Work of Other RA's, Other Research Activities.
- **Teaching Assistant** - The duties of a Graduate Teaching Assistant are primarily in support of instruction and include such responsibilities as: Teaching Classes, Grading student assignments, Leading Lab or Discussion Groups in a Course Setting, Developing Academic Instructional Materials, Accompanying/Coaching Musical or Vocal Performances, Providing Artistic Instruction, Proctoring Exams, Overseeing/Coordinating the Work of Other TAs, Holding Office Hours, Tutoring students. Teaching assistant

positions are covered by a [collective bargaining agreement](#) with the Graduate Employee Organization (GEO).

- **Graduate Assistant (Administrative) -** The duties of a Graduate Assistant are primarily in support of administrative functions and include such general functions and typical duties as providing technical/support services, advising students, etc. Graduate Assistants (Administrative) are covered by a [collective bargaining agreement](#) with the Graduate Employees Organization (GEO).

TUITION WAIVER INFORMATION: Grad assistants (all types) are eligible for a tuition waiver if appointed between 25 and 67 percent and appointed for three-quarters of the term. Student must be registered in the Graduate College for the semester(s) of the appointment. Payment is made on the 16th of every month or the prior business day should the 16th fall on a weekend or holiday.

Undergrad Hourly Employee: also referred to as Student Hourly. Employees in this category are enrolled but do not yet have their bachelor degree. See the link for "Student Wage Details" http://www.osfa.uiuc.edu/aid/employment/wages.html

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

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