

RUTGERS

School of Arts and Sciences

# SAS Web-Based Appointment Request System

*Part-Time Lecturer & Coadjutant  
Appointment Requests*

April 2019

## Overview

### PTL & Coadjutant Requests Online

- ***Entire process online***

- Requests/Approvals
- Appointment Letters – generated and emailed
- Copy to department

- ***Benefits***

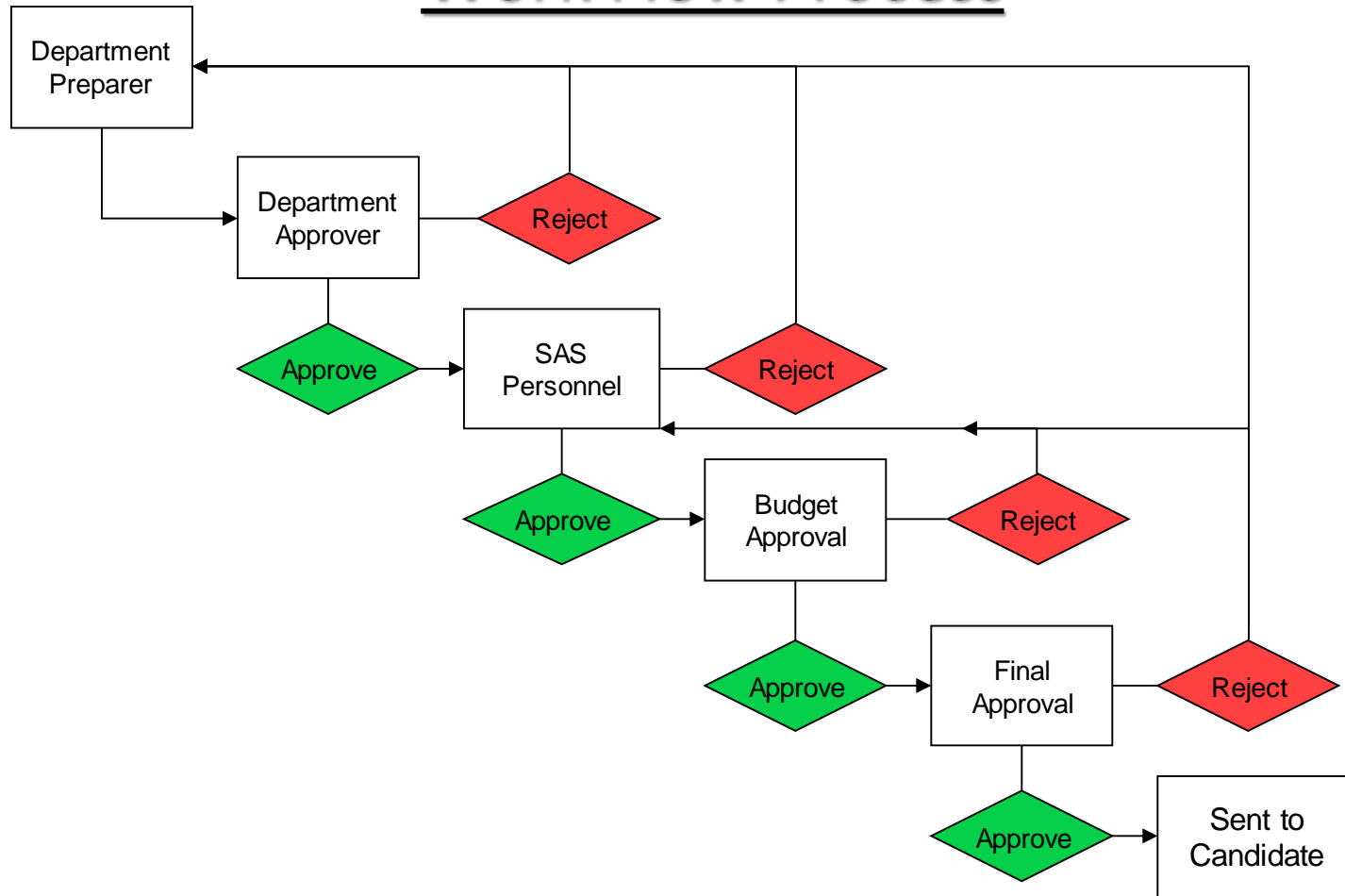
- More efficient
- Less paper
- Faster processing

## Key Features

SAS - Anthropology						
SAS - Anthropology		All Subs.	Show Prev. Cycles: <input checked="" type="checkbox"/>			
Show 100 entries		Search: <input type="text"/>				
Name	Job Class	Status	Last Modified Date	Actions	Accepted?	Cycle
SAS - Anthropology						
<a href="#">Cabrera, Gabrielle</a>	Coadjutant Casual Nonteaching	Approved: Business -- In Queue: Area Dean	3/26/2019 10:15am	<a href="#">Delete</a>	Pending	Spring 2019
<a href="#">Sansevere, Keri</a>	Part Time Lecturer	In Queue: Editing/Revision	3/14/2019 12:30pm	<a href="#">Delete</a>	Pending	Spring 2019
<a href="#">Sansevere, Keri</a>	Coadjutant Casual	In Queue: Editing/Revision	3/14/2019 12:06pm	<a href="#">Delete</a>	Pending	Spring 2019
<a href="#">Bird, Evan</a>	Part Time Lecturer	In Queue: Editing/Revision	3/14/2019 12:00pm	<a href="#">Delete</a>	Pending	Spring 2019
<a href="#">Shapiro, Darshana E</a>	Part Time Lecturer	Approved and Sent to Candidate	2/13/2019 11:34am	None	Yes <input type="button" value="v"/>	Spring 2019

- View requests at all stages
  - Pending in your queue (default)
  - Pending in all queues
  - Completed Submissions
  - All submissions
- Sort records by last modified date or name
- See current status of request
- See candidates response to offer
- View previous cycles

## Work Flow Process



## System Access

The screenshot shows a login interface for the 'School of Arts and Sciences Central Authentication Service'. At the top, there is a red banner with the service name. Below it, a yellow banner displays 'PTL/COAD APPOINTMENT REQUEST' and a warning: 'UNAUTHORIZED USE OF THIS SYSTEM IS PROHIBITED'. The main form area contains two input fields: 'Net ID:' and 'Password:'. A red 'Log In' button is positioned below the password field. At the bottom of the form, the copyright notice '© Rutgers University' is visible.

- Direct Page – <https://secure.sas.rutgers.edu/apps/appointment/main>
- Web portal – <http://sas.rutgers.edu/custom/appointment/>
- Sign in – NetID and Password
- Access is granted by SAS Human Resources team

## Department Preparer– New Entry

Back To Queue

### PTL/Coad Appointment Request

Status: New Entry

#### I. Candidate Information

Department/Unit: SAS - CCB - Ctr Biomaterials ▼

Employee ID:  New Employee?:  (If checked, Employee ID not required)

Title: ▼ Last Name:  First Name:

Address 1:  Address 2:

City:  State: NJ ▼ Zip Code:  Gender: Male ▼ Email:

Job Class: -- Select Job Class -- ▼ Type:  Term:  Fall  Spring Date Span:  to

- Department/Unit – Access limited to areas of responsibility
- Employee ID must be entered if they have an HCM record (name, address, gender and email fields will auto-populate)
- If entering for new hire that doesn't have an Employee ID, check "New Employee" and fill out manually. An email must be provided.
- Select Job Class – Type will auto-populate
- Select Term – Date Span will auto-populate to full semester, change as needed

## Main Screen

Logged in as Mary-Elizabeth Thompson / [Logout](#)

[New Submission](#) [Dept List](#) [Export Excel](#) [Edit Employee IDs](#) -- Select Who Gets Reminder -- [Send Reminders](#)

All Depts  Pending In Queue  Show Prev. Cycles:

**Actions:** [Mark all as Approved](#)

Show  entries Search:

Name	Job Class	Status	Last Modified Date	Actions	Accepted?	Cycle
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- **Access** - area and level of responsibility
- **Default** – Pending in Queue and Sorted by Last Mod Date
- **New Submission** – Enter new requests
- **Export Excel** – export a report of entries in current view

## Department Preparer– New Entry

### II. Course Information

Index #:  Enter By Course #?:  Course #:  Course Title:   
 Course Duties:  -- Select --  Number of Students:   
 Credits:  Cost per Credit:  \*Course Salary will be automatically calculated by credits and cost per credit  
 Course Salary: \$  UDO#:  Project/Grant:  Yes  No  
 Project/Grant 1 #:  Project/Grant 1 Amt \$:   
 Cross-listed:  Yes  No If Yes, Cross-listed Course Index #:   
 One Time Higher Salary Clause:

- Based on the Job Class Code you selected, certain boxes will be greyed out if they are not applicable
- Courses should be entered by index number. This is used to verify course enrollment
- Course salary can be entered either as cost per credit (totally salary will be automatically calculated) or enter total salary in “course salary” box
- Select course duties
- Enter number of students
- Enter cross listed information if applicable
- For PTLs ONLY, select One Time Higher Salary Clause if applicable



## Department Preparer– New Entry

### II. Course Information

Enter By Course #?:  Course #:  Course Title:

Course Duties:  Number of Students:

Credits:  Cost per Credit:  \*Course Salary will be automatically calculated by credits and cost per credit

Course Salary: \$  UDO#:  Project/Grant:  Yes  No

Project/Grant 1 #:  Project/Grant 1 Amt \$:

Cross-listed:  Yes  No If Yes, Cross-listed Course Index #:

One Time Higher Salary Clause:

Entering By Course Number Comments:

- If using course number “Entering By Course Number Comments” box will open
- Must include index numbers for all the courses or provide an explanation for why there is no index number

## Department Preparer– New Entry

### II. Course Information

Index #:  Enter By Course #?:  Course #:  Course Title:   
 Course Duties:  Number of Students:   
 Credits:  Cost per Credit:  \*Course Salary will be automatically calculated by credits and cost per credit  
 Course Salary: \$  UDO#:  Project/Grant:  Yes  No  
 Project/Grant 1 #:  Project/Grant 1 Amt \$:   
 Cross-listed:  Yes  No If Yes, Cross-listed Course Index #:   
 One Time Higher Salary Clause:  One Time Higher Salary Amount Above Base: \$   
 Note: Base Salary should be entered in Course Salary box  
 One Time Higher Salary Reason (Due to <reason>, ...):

- If you need to pay a PTL a larger salary for a specific semester, select “One Time Higher Salary Clause”
- In course salary box, enter the normal base salary
- Enter the amount over their normal salary they will be making in the “One Time Higher Salary Amount Above Base” box
- Must provide a reason for higher salary – this reasoning will be printed on their contract

## Department Preparer– New Entry

### III. Personnel Information

Will the candidate hold another Rutgers salaried or hourly appointment during the time of this PTL/CoAd appointment?

Yes  No

Citizenship Status:

Is the candidate enrolled in a Rutgers grad program?

Yes  No

Does candidate work 50% or more time for any agency listed in Question #1 of the Declaration Form?

Yes  No

Does the candidate work for a law firm which has represented or is presently representing Rutgers?

Yes  No

Is the candidate otherwise employed by Rutgers for 50% or more of their time?

Yes  No

Number of Completed Union Eligible Semesters Taught:

- Fill in questions and drop down questions as applicable in form
- For “Is the candidate otherwise employed by Rutgers for 50% or more of their time?” select yes if they hold a Class 1 or Class 6 appointment. Otherwise, the answer should be no
- Number of Union Eligible Semesters should be calculated by going into HCM, viewing job attachments, and counting the number of semesters they have held with the 99902 Job Code
  - After 12 union eligible semesters, they must receive the one-time 5% salary increase

## Department Preparer– New Entry

**IV. Attachments (Optional)**

\* Please attach PDF documents which may assist in approving or expediting this appointment process. (Prior approval from Area Dean regarding low enrollment, Class 1 dual appointment or prior commitments.)

No file chosen

**Note:** Files must now be uploaded before the appointment is saved or submitted. File size limit: 15M

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**V. Comments**

- Option to attach files to show approval for things such as higher salary, low enrollment, etc
- Comments box – Use to communicate information forward to approver levels for review
  - Revised Appointments: Reason for revision required in comment box
  - Any information which will assist approvers in understanding unusual circumstances (funding exceptions, new appointment replacements)
- Submit to Department Approver
- Save without approving - save and return to request later

## Department Preparer– Revision

[Back To Queue](#) [Course Salary History](#) [Revise Appointment](#)  
**PTL/Coad Appointment Request**  
Status: Approved and Sent to Candidate  
All fields (except for comments) are read-only.  
**I. Candidate Information**      **REVISED:**

- Letter should only be marked revised if the original letter already went out to the candidate
- To revise a contract, go to the original record of completed contract and click “Revise Appointment” and make any necessary contract changes and resubmit for approval
- New contract will automatically be marked “REVISED”

# Department Approver

Review Request  
approve or reject

– Actions Column: To approve or reject from status page

– Submit changes

**OR**

– Click on name to view individual submission information

The screenshot shows a web interface for department approval. At the top, there are navigation buttons: 'New Submission', 'User Perms', 'Dept List', 'Export Excel', 'Edit Employee IDs', '-- Select Who Gets Reminder --', and 'Send Reminders'. Below these are dropdown menus for 'SAS - Women's & Gender Studies' and 'Pending In Queue', along with a 'Show Prev. Cycles' checkbox. An 'Actions' section contains a 'Mark all as Approved' button. The main area features a table with columns: Name, Job Class, Status, Last Modified Date, Actions, Accepted?, and Cycle. A search bar is located above the table. The table contains one entry for 'Smith, Andrea', a Part Time Lecturer, with a status of 'In Queue: Department Approval' and a last modified date of '3/22/2019 3:39pm'. The 'Actions' column for this entry includes a dropdown menu and a 'Delete' link. The 'Accepted?' column shows 'Pending' and the 'Cycle' column shows 'Spring 2019'. Below the table, it says 'Showing 1 to 1 of 1 entries (filtered from 14,441 total entries)'. At the bottom left, there is a 'Submit Changes' button.

Name	Job Class	Status	Last Modified Date	Actions	Accepted?	Cycle
<a href="#">Smith, Andrea</a>	Part Time Lecturer	In Queue: Department Approval	3/22/2019 3:39pm	-- Select -- <a href="#">Delete</a>	Pending	Spring 2019

# Department Approver

**PTL/CoAd Appointment Request**

Status: In Queue: Department Approval

All fields (except for comments) are read-only.

**I. Candidate Information**      REVISED:

Department/Unit: SAS - Women's & Gender Studies

Employee ID:       New Employee?:  (If checked, Employee ID not required)

Title:       Last Name:       First Name:

Address 1:       Address 2:

City:       State:       Zip Code:       Gender:       Email:

Job Class:       Type:       Term:       Date Span:  to

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**II. Course Information**

Index #:       Enter By Course #?:       Course #:       Course Title:

Course Duties:       Number of Students:

Credits:       Cost per Credit:  \*Course Salary will be automatically calculated by credits and cost per credit

Course Salary: \$       UDO#:       Project/Grant:

Cross-listed:  Yes  No If Yes, Cross-listed Course Index #:

One Time Higher Salary Clause:

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Index #:       Enter By Course #?:       Course #:       Course Title:

Course Duties:       Number of Students:

Credits:       Cost per Credit:  \*Course Salary will be automatically calculated by credits and cost per credit

Course Salary: \$       UDO#:       Project/Grant:

Project/Grant 1 #:       Project/Grant 1 Amt \$:

Cross-listed:  Yes  No If Yes, Cross-listed Course Index #:

One Time Higher Salary Clause:

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Index #:       Enter By Course #?:       Course #:       Course Title:

Course Duties:       Number of Students:

Credits:       Cost per Credit:  \*Course Salary will be automatically calculated by credits and cost per credit

Course Salary: \$       UDO#:       Project/Grant:

Project/Grant 1 #:       Project/Grant 1 Amt \$:

Cross-listed:  Yes  No If Yes, Cross-listed Course Index #:

One Time Higher Salary Clause:

[Click here to add more courses](#)

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**III. Personnel Information**

Will the candidate hold another Rutgers salaried or hourly appointment during the time of this PTL/CoAd appointment?       Yes  No

Type, Title, and Dept:       Expr. Date:

Citizenship Status:

Is the candidate enrolled in a Rutgers grad program?       Yes  No

Does candidate work 50% or more time for any agency listed in Question #1 of the Declaration Form?       Yes  No

Does the candidate work for a law firm which has represented or is presently representing Rutgers?       Yes  No

Is the candidate otherwise employed by Rutgers for 50% or more of their time?       Yes  No

Number of Completed Union Eligible Semesters Taught:

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**IV. Attachments (Optional)**

\* Please attach PDF documents which may assist in approving or expediting this appointment process. (Prior approval from Area Dean regarding low enrollment, Class 1 dual appointment or prior commitments.)

     No file chosen     

Note: Files must now be uploaded before the appointment is saved or submitted. File size limit: 15M

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**V. Comments**

- Record is read only.
- Approve – Submit record forward for Personnel Approval
- Reject – Send record back to Department Preparer
- Comments box – to communicate additional information or reason for rejection, if needed

## Human Resources (Personnel) Approver

- Human Resources representative from Dean's Office reviews request
- Approve – Submit forward for budget approval
- Reject – Send back to department preparer
  - Resubmission must go through department approver again
- Comments box – If appointment is rejected, reason will be communicated



# Budget Approver

[New Submission](#) [User Perms](#) [Dept List](#) [Export Excel](#) [Edit Employee IDs](#) [-- Select Who Gets Reminder --](#) [Send Reminders](#)

SAS - Women's & Gender Studies Pending In Queue Show Prev. Cycles:

**Actions:** [Mark all as Approved](#)

Show 100 entries Search:

Name	Job Class	Status	Last Modified Date	Actions	Accepted?	Cycle
SAS - Women's & Gender Studies						
<a href="#">Smith, Andrea</a>	Part Time Lecturer	Approved: Personnel -- In Queue: Business	3/22/2019 3:48pm	-- Select -- <a href="#">Delete</a>	Pending	Spring 2019

Showing 1 to 1 of 1 entries (filtered from 14,441 total entries) [First](#) [Previous](#) 1 [Next](#) [Last](#)

[Submit Changes](#)

## Business Office Approval

Review Request & approve or reject

– Actions Column: To approve or reject from status page

– Submit changes

**OR**

– Click on name to view individual submission information

# Budget Approver

**PTL/CoAd Appointment Request**

Status: Approved: Personnel -- In Queue: Business  
All fields (except for comments) are read-only.

**I. Candidate Information**      REVISED:

Department/Unit: SAS - Women's & Gender Studies  
Employee ID:  New Employee?:  (If checked, Employee ID not required)

Title:  Last Name:  First Name:   
Address 1:  Address 2:   
City:  State:  Zip Code:  Gender:  Email:   
Job Class:  Type:  Term:  Fall  Spring Date Span:  to

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**II. Course Information**

Index #:  Enter By Course #?:  Course #:  Course Title:   
Course Duties:  Number of Students:   
Credits:  Cost per Credit:  \*Course Salary will be automatically calculated by credits and cost per credit  
Course Salary: \$  UDO#:  Project/Grant:  Yes  No  
Cross-listed:  Yes  No If Yes, Cross-listed Course Index #:   
One Time Higher Salary Clause:

.....

Index #:  Enter By Course #?:  Course #:  Course Title:   
Course Duties:  Number of Students:   
Credits:  Cost per Credit:  \*Course Salary will be automatically calculated by credits and cost per credit  
Course Salary: \$  UDO#:  Project/Grant:  Yes  No  
Project/Grant 1 #:  Project/Grant 1 Amt \$:   
Cross-listed:  Yes  No If Yes, Cross-listed Course Index #:   
One Time Higher Salary Clause:

.....

Index #:  Enter By Course #?:  Course #:  Course Title:   
Course Duties:  Number of Students:   
Credits:  Cost per Credit:  \*Course Salary will be automatically calculated by credits and cost per credit  
Course Salary: \$  UDO#:  Project/Grant:  Yes  No  
Project/Grant 1 #:  Project/Grant 1 Amt \$:   
Cross-listed:  Yes  No If Yes, Cross-listed Course Index #:   
One Time Higher Salary Clause:

[Click here to add more courses](#)

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**III. Personnel Information**

Will the candidate hold another Rutgers salaried or hourly appointment during the time of this PTL/CoAd appointment?  Yes  No

Type, Title, and Dept:  Expr. Date:   
Citizenship Status:

Is the candidate enrolled in a Rutgers grad program?  Yes  No  
Does candidate work 50% or more time for any agency listed in Question #1 of the Declaration Form?  Yes  No  
Does the candidate work for a law firm which has represented or is presently representing Rutgers?  Yes  No  
Is the candidate otherwise employed by Rutgers for 50% or more of their time?  Yes  No

Number of Completed Union Eligible Semesters Taught:

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**IV. Attachments (Optional)**

\* Please attach PDF documents which may assist in approving or expediting this appointment process. (Prior approval from Area Dean regarding low enrollment, Class 1 dual appointment or prior commitments.)

No file chosen

Note: Files must now be uploaded before the appointment is saved or submitted. File size limit: 15M

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**V. Comments**

- Record is read only
- Approve – Click on “Budget Approved” at bottom of record
- Reject – Sends back to Human Resources (Personnel)
- Comments box – Use to communicate reason for rejection or additional information if needed

## Final Approval – Dean's Office

- Letter reviewed and sent to candidate's email address provided in system
- Copy sent to email provided in Department List
  - *Be sure to contact a Human Resources Associate when there is a change in Staff so email address can be updated in appointment portal*
- Letter can be viewed as a PDF in the system
- Payroll paperwork can be prepared and submitted as needed
- Candidate must return signed letter and waiver as directed to both the department administrator and SAS Dean's Office