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

- 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

1. Department Preparer
   - Department Approver
     - Reject
     - Approve SAS Personnel
       - Reject
       - Approve Budget Approval
         - Reject
         - Approve Final Approval
           - Reject
           - Approve Sent to Candidate
System Access

- Direct Page – [https://secure.sas.rutgers.edu/apps/appointment/main](https://secure.sas.rutgers.edu/apps/appointment/main)
- Sign in – NetID and Password
- Access is granted by SAS Human Resources team
• 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

- **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
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.
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
• 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
### Personnel Information

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

- [ ] Yes
- [ ] No

Citizenship Status: [US Citizen]

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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- 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
• 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
• 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
• 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

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
• 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