



School of Arts and Sciences

School of Arts and Sciences Web-Based Appointment Request System

*Post Doctoral Associates and Post
Doctoral Fellows*

July 2020

Overview

Post Doctoral Requests Online

- ***Entire process online***

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

- ***Benefits***

- More efficient
- Less paper
- Faster processing

System Access

The screenshot shows a login interface for the Rutgers School of Arts and Sciences Central Authentication Service. At the top, a red banner contains the text "School of Arts and Sciences Central Authentication Service". Below this, a yellow banner displays "Postdoc" in blue and "UNAUTHORIZED USE OF THIS SYSTEM IS PROHIBITED" in red. The main area is white and contains labels for "Net ID:" and "Password:" next to input fields. A red "Log In" button is positioned below the password field.

School of Arts and Sciences Central Authentication Service

Postdoc

UNAUTHORIZED USE OF THIS SYSTEM IS PROHIBITED

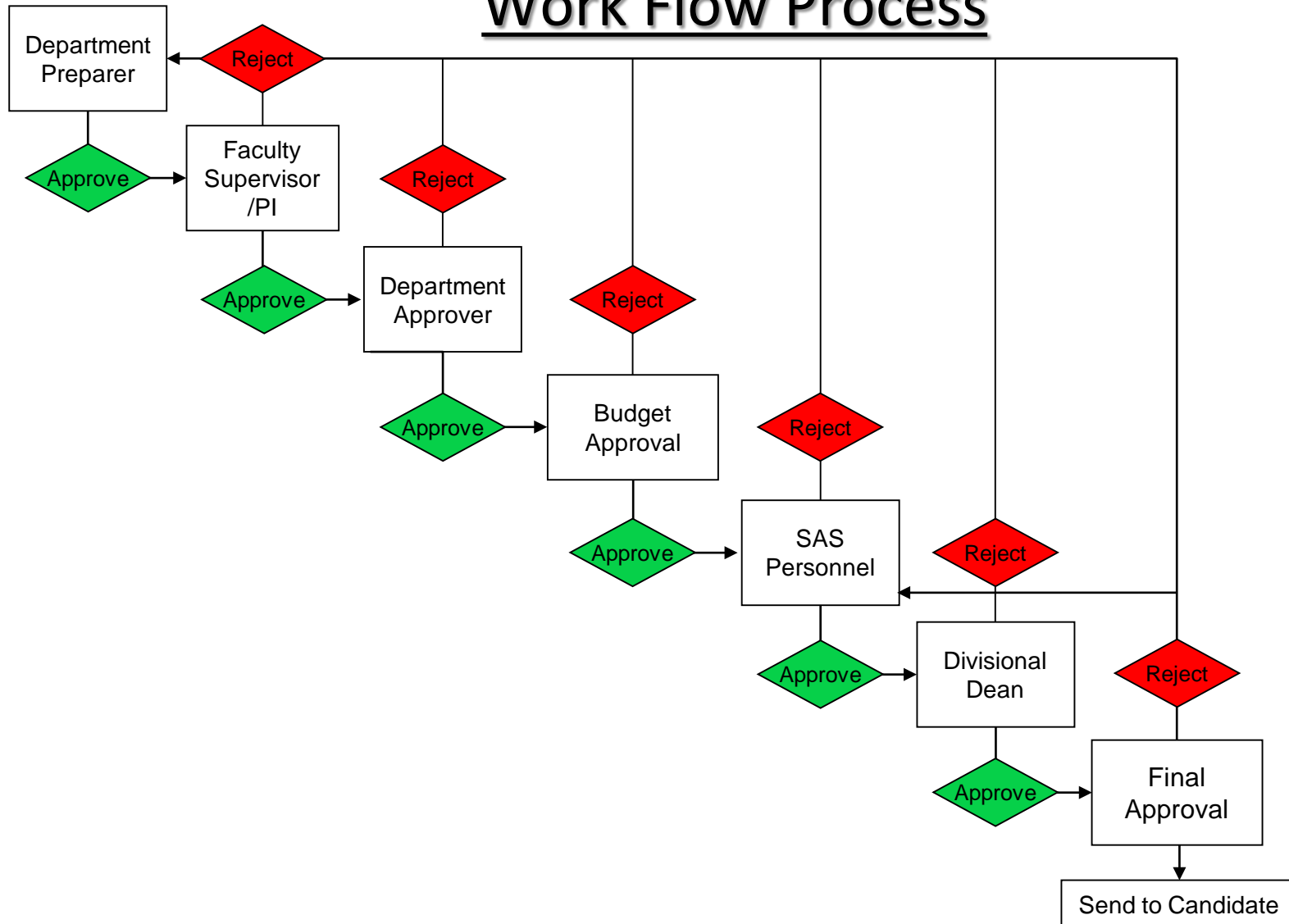
Net ID:

Password:

Log In

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

Work Flow Process



Key Features

Department: SAS - DLS - Cell Biology and Neuroscience
SAS - French
SAS - History
SAS - Mathematics
SAS - Physics & Astronomy

Appointment Status: All/All Subs

Filter List

Clear Filters

Check DocuSign Contract Status

Search: <input type="text"/>								
Name ▲	Appt. Type ◆	Salary ◆	Appt. Start ◆	Appt. End ◆	Funding Source ◆	Appointment Status ◆	Contract Accepted? ◆	Actions ◆
SAS - Physics & Astronomy								
Fox, Kathleen	Post-Doctoral Associate	\$50,000	6/1/2020	5/31/2021	(Accounts: 200000-300)	In Queue For: Faculty Supervisor/PI (Preview Contract)		Delete
Jo, Katelyn	Post-Doctoral Associate	\$50,000	7/1/2020	6/30/2021	(Accounts: 800000-400)	Fully Approved -- Ready For Final Approval (Preview Contract)		Delete
Jones, Elysia	Post-Doctoral Associate	\$60,000	8/1/2020	7/31/2021	(Accounts: 201094)	Approved By: Department Office -- In Queue For: Division Dean (Preview Contract)		Delete

- View requests at all stages
 - Pending in your queue (default)
 - Pending in all queues
 - All submissions
- Sort records by name, salary, appointment dates, etc
- See current status of request
- See candidate's response to offer

Main Screen

The screenshot shows the 'Main Employee List' interface. At the top, there's a red header with the Rutgers logo and 'School of Arts and Sciences'. On the right, it says 'Logged in as Heather Eng' with a 'logout' link. Below the header, there's a navigation bar with 'Main Employee List' and 'Admin Section'. The main content area is titled 'Main Employee List' and includes 'Filter Options'. Under 'Filter Options', there's a 'Department' dropdown menu currently set to 'SAS - Academic Services', an 'Appointment Status' dropdown set to 'Pending All Queue', and buttons for 'Filter List' and 'Clear Filters'. Below these filters is a button labeled 'Check DocuSign Contract Status'. At the bottom, there's a table with columns: Name, Appt. Type, Salary, Appt. Start, Appt. End, Notif. Period, Funding Source, Appointment Status, Contract Accepted?, and Actions. The table has one data row for a 'Post-Doctoral Fellow' with a salary of \$12, starting on 9/1/2020 and ending on 6/30/2022. The appointment status is 'Approved and Sent to Candidate' with a 'View Contract' link. The contract accepted status is 'Pending' with a dropdown arrow. The actions column has 'Create Appt' and 'Revise' buttons.

Main Employee List

Filter Options

Department: SAS - Academic Services Appointment Status: Pending All Queue Filter List Clear Filters

Check DocuSign Contract Status

Name	Appt. Type	Salary	Appt. Start	Appt. End	Notif. Period	Funding Source	Appointment Status	Contract Accepted?	Actions
SAS - Academic Services									
Record Test	Post-Doctoral Fellow	\$12	9/1/2020	6/30/2022	December 2021	(Accounts: 12345)	Approved and Sent to Candidate (View Contract)	Pending	Create Appt Revise

- **Access** - area and level of responsibility
- **Main Employee List** → **Create New Submission** – Enter new requests

Department Preparer– New Entry

Post Doc Appointment Request Form
Status: New Submission

Section I - Appointment Type
Appointment Type: *

Re-appointment?: *

- Select Appointment Type: Post Doctoral Associate, Post Doctoral Fellow, or Hill Assistant Professor (Math Department only)
- Reappointment – yes or no?
- Selections made will alter template/required fields

Department Preparer– New Entry

Section II - Personal Information

Employee ID Number: *	New Employee?: <input type="checkbox"/>		
<input type="text"/>	Last Name: *	First Name: *	Middle Name:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Salutation: <input type="text"/>			
Address Type: <input checked="" type="radio"/> Domestic <input type="radio"/> International			
Address Line 1: *	Address Line 2:	City: *	State: *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Zip Code: *	Email: *		
<input type="text"/>	<input type="text"/>		
PhD Received (MM/YYYY): *			
<input type="text"/>			
PhD Institution: *			
<input type="text"/>			
If Rutgers PhD Recipient, please indicate name of research advisor: <input type="text"/>			
If Rutgers PhD Recipient, please indicate name of program: <input type="text"/>			

- Employee ID must be entered if they have an HCM record (name, address, 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.
- Capabilities for both Domestic and International Addresses
- If PhD date is in the future, letter will include that the offer is contingent upon candidate receiving their PhD in the anticipated month and year

Department Preparer– New Entry

Section III - Appointment Information

Department: * -- Select Department --	Effective Start Date: * <input type="text"/>	Effective End Date: * <input type="text"/>
Duties Will Consist Of: * <input type="text"/>	Health Benefit Eligibility (MM/DD/YYYY): <input type="text"/>	
Faculty Supervisor Last Name: * <input type="text"/>	Faculty Supervisor First Name: * <input type="text"/>	Faculty Supervisor Middle Name: <input type="text"/>
Faculty Supervisor Email: * <input type="text"/>	Faculty Supervisor Phone: <input type="text"/>	
<input type="button" value="Supervisor Lookup"/>		
Number of Previous Appointments: * <input type="text" value="0"/>		

- Enter appointment dates – normally one year
- Duties box should be filled out as if continuing the sentence “Your duties will consist of [blank]”
 - *Post Doc’s main duties should always be research*
- Health Benefits Date will be auto-generated and cannot be changed by dept preparer. If you believe there is an error, bring it to the attention of your personnel approver who can edit as needed
- Use Supervisor Lookup to include PI’s information

Department Preparer– New Entry

Section IV - Business Office Details

Amount of Annual Stipend: *

Funding Source: * Fully Funded

Acct1 Type: Acct1 GL #: Acct1 Amt \$:

Explanation for account:

Contingent on Grant Funding?:
☐

- Amount of Annual Stipend must meet or exceed current minimum salary set forth by the latest Post Doc Union contract
- Account type – select Instructional or Project and include GL or Project number and amount charged to account
- Can add multiple accounts to cover the entire salary
- Select “contingent on grant funding” if appointment is funded by outside funds and is contingent on receipt of those funds

Department Preparer– New Entry

Section V - Attachments

Please note that all submissions must be .pdf documents.

Curriculum Vitae: *
 No file chosen

Reference 1: *
 No file chosen

Reference 2: *
 No file chosen

Reference 3: *
 No file chosen

Other Attachments (previous approvals, ERFs, etc):
 No file chosen

- All attachments must be in PDF form
- Required Attachment fields update depending on appointment type
- For new appointments, a CV and 3 letters of recommendation are required
- For reappointments, an updated CV is only required
- Other attachments can be used for additional attachments such as ERFs, previous approvals, etc

Department Preparer– New Entry

Section VI - Comment Entry

Enter in Comment: *

Save for Later Editing

Submit for Faculty Supervisor/PI Approval

Action History

Show 10 entries

Search:

Action Time	User	Type	Comments
July 6, 2020 10:10 AM	Mary-Elizabeth Thompson (mt926)	Rejected to Dept by Personnel	Rejected - salary must meet union contract minimum
July 6, 2020 10:09 AM	Mary-Elizabeth Thompson (mt926)	Approved by Budget Approver	
July 6, 2020 10:09 AM	Mary-Elizabeth Thompson (mt926)	Approved by Dept Approver	
July 6, 2020 10:09 AM	Mary-Elizabeth Thompson (mt926)	Approved by Faculty Supervisor/PI	
May 6, 2020 1:24 PM	Mary-Elizabeth Thompson (mt926)	Saved by Faculty Supervisor/PI	
May 6, 2020 1:23 PM	Mary-Elizabeth Thompson (mt926)	Approved by Dept Preparer	Submitted

- Comments used to communicate between different levels of approval
- Revised Appointments: Reason for revision required in comment box
- Any information which will assist approvers in understanding unusual circumstances
- Submit to Faculty Supervisor or Save for later editing - save and return to request later
- Action History provides a list of past approvals, rejections, and comments

Department Preparer– Revision

Search: <input type="text"/>									
Name ▴	Appt. Type ▾	Salary ▾	Appt. Start ▾	Appt. End ▾	Notif. Period ▾	Funding Source ▾	Appointment Status ▾	Contract Accepted? ▾	Actions ▾
SAS - Academic Services									
Record, Test	Post-Doctoral Fellow	\$12	9/1/2020	6/30/2022	December 2021	(Accounts: 12345)	Approved and Sent to Candidate (View Contract)	Pending ▾	<div> <div>Create Appt</div> <div>Revise</div> </div>
Showing 1 to 1 of 1 entries									

- Letter should only be marked revised if the original letter already went out to the candidate
- To revise a contract, click “revise” on the record from the right side of the main screen
- New contract will automatically be marked “REVISED”

Approvals

Section VI - Comment Entry
Enter in Comment: *

- All approvals must be made in the record – approvals cannot be done on the main screen in mass
- Can save for later, approve/submit for next level of approver, preview what the letter will look like, or reject the record back for changes

Faculty Supervisor/PI

Section VI - Comment Entry
Enter in Comment: *

[Save for Later Editing](#) [Submit for Dept Approval](#) [Preview PDF Letter](#) [Reject Back to Dept Preparer](#)

- NetID must be added in order to access system – contact your Personnel approver to request access
- Approve – Submit record forward for Department Approver
- Reject - Send record back to Department Preparer and add reason in comments

Department Approver

Section VI - Comment Entry
Enter in Comment: *

- Approve – Submit record forward for Budget Approval
- Reject - Send record back to Department Preparer and add reason in comments

Budget Approver

Section VI - Comment Entry

Enter in Comment: *

Save for Later Editing

Budget Approved

Preview PDF Letter

Reject Back to Dept Preparer

- Approve – Click on “Budget Approved” – Submit record forward for Personnel Approver
- Reject - Send record back to Department Preparer and add reason in comments

Human Resources (Personnel) Approver

- Human Resources representative from Dean's Office reviews request
- Approve – Submit record forward for Division Dean Approval
- Reject - Send record back to Department Preparer and add reason in comments
 - Resubmission must go through previous approvals again

Final Approval – Dean's Office

- Letter reviewed and sent to candidate's email address provided in system through DocuSign
- 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*
- DocuSigned contract can be accessed in the system once signed
- Payroll paperwork can be prepared and submitted as needed



School of Arts and Sciences

Questions?

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