

Setup Dual Appointment - Requesting Institution

INTRODUCTION

Description	This process describes the steps necessary to create a new Dual Appointment Employment Instance at the Requesting Institution.
Conditions	<ul style="list-style-type: none"> • Coordinate Dual Appointment process with the Dual Appointment Coordinator. • A Position request has been approved and Budgeted. • The Requesting Department for the Position is 'Active' in the Department Table and is included in the Department Security Tree. • (If Faculty) Notify Faculty Affairs after Position has been created. • Obtain the following information: <ul style="list-style-type: none"> ○ Requesting Institution's two-digit Institution ID ○ Appointment effective date ○ HOME Position this Appointment will Report to ○ Reg/Temp Status ○ Full/Part Status ○ Standard Hours ○ FTE ○ Pay Group ○ Earnings Code – (Use for JED Setup) ○ Compensation amount ○ Job Code ○ Department
Source Documents	Dual Appointment Agreement; Dual Appointment Coordinator.
Output Information	Dual Appointment Position and Employment Instance.

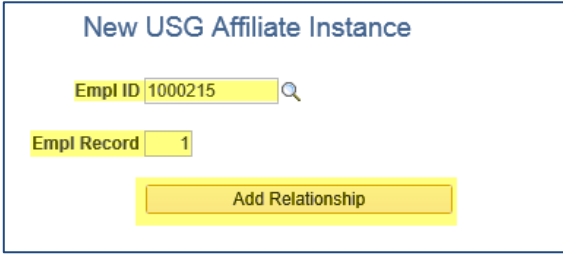
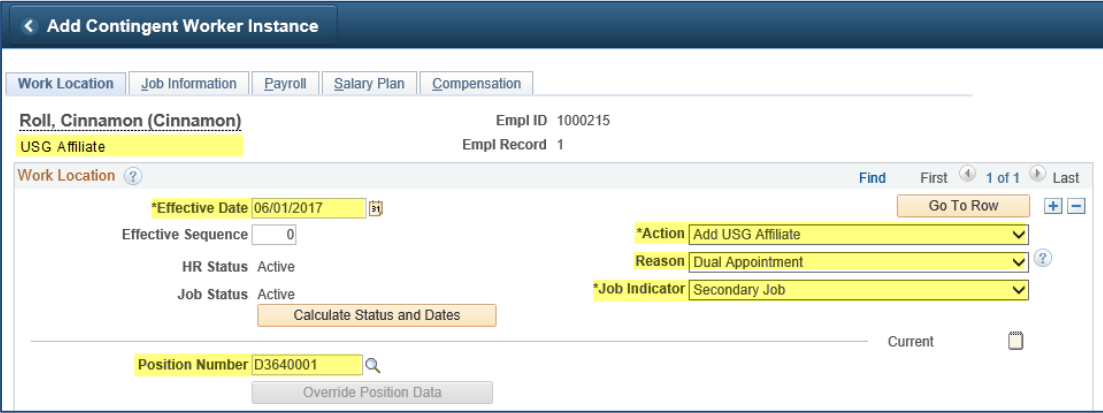


PROCEDURES	
SECTION I	Create Requesting Institution Dual Appointment Position
PATH	Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info > Add a New Value
Dual Appointment Position Naming Convention	<p>DXXYY### = D3640001</p> <ul style="list-style-type: none"> • D = Dual Appointment Indicator • XX = <u>Your</u> two-digit Institution Number • YY = <u>Other</u> Institution's two-digit Institution Number <p>### = Sequential Number</p>
STEP 1.1 - Define	<p>Define Dual Appointment REQUESTING Position Number</p> <ul style="list-style-type: none"> • D3640001 (Example) <ul style="list-style-type: none"> ○ D = Dual Appointment Indicator ○ 36 = REQUESTING – GA College & State University (360) ○ 40 = HOME GA Gwinnett College (400) ○ 001 = 1st Sequential Number
STEP 1.2 - Search	<p>Search Position Data to Identify Next Sequence #</p> <ul style="list-style-type: none"> • Search for the beginning characters of the proposed Position Number: (i.e. 'D3640') <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Position Data</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p> <input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/> </p> <p> <input type="button" value="▼ Search Criteria"/> </p> <p> <input type="text" value="Position Number"/> begins with <input type="text" value="D3640"/> </p> <p> <input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Basic Search"/> <input type="button" value="Save Search Criteria"/> </p> <p style="background-color: yellow;">No matching values were found.</p> </div> <ul style="list-style-type: none"> • If no match is found, begin the sequence at '001' • If a match is found, increment last sequence by '1'



STEP 1.3 - Add	Add Dual Appointment Position	
	<ul style="list-style-type: none"> The system will automatically populate the Position Number field with 00000000. Replace this number with the Dual Position number you defined in the Step-1 above. Complete Position Date Setup. 	
<p>Update or Verify Fields – (Description / Specific Information / Budget and Incumbents)</p>		
<ol style="list-style-type: none"> Effective Date Reason Business Unit (default) Job Code (995) Reg/Temp (Temp) Full/Part (PT) 	<ol style="list-style-type: none"> Official Title Reg Region (default) Department Company Location Reports To 	<ol style="list-style-type: none"> Standard Hours = 0 Work Period Max Head Count Budgeted Position (no) FTE = 0 Adds to FTE Actual cnt = no
	Save Position Data Updates Save	
STEP 1.4 - Update	Pay Group Information	
	Navigate to the Position Data - Job Information Tab Click on the ' Paygroup Info ' Link and update the following two fields: Effective Date: (Set Equal to Position Effective Date) Pay Group: (Set = ' XXN ') Click ' Save ' to save the Position Pay Group Update.	
STEP 1.5 - Action	Navigate to the Position Data Page and Save the Position Record again.	



SECTION II	Add New USG Affiliate Instance
PATH	Workforce Administration > Personal Information > Organizational Relationships > Add New USG Affiliate Instance
STEP 2.1 – Add	New USG Affiliate Instance
	<ul style="list-style-type: none"> • Input the Employee Number • Verify that the Empl Record number updates correctly • Click ‘Add Relationship’ 
	<ul style="list-style-type: none"> • Update Effective Date: • Action = Add USG Affiliate • Reason = Dual Appointment • Job Indicator = Secondary • Input the Dual Appointment Position Number Added in SECTION 1 > STEP 3 
STEP 2.2 – Update	Work Location Tab
STEP 2.3 – Update	Job Information Tab
STEP 2.4 - Update	Payroll Tab (XXN Pay Group)
STEP 2.5 – No Action	Compensation Tab (Zero Compensation)
	Click ‘Save’ to Save the Record

