To rehire a Part Time Faculty member, once logged into HR e-Campus, Click on Workforce Administration.

Under the Job Information folder, click on Job Data.
On the Search Panel, enter in the employee’s ID #. If you know the record # you wish to add on to, enter that as well.

Click Search.
Once on the Work Location tab, follow these steps: DO NOT SAVE UNTIL ALL TABS ARE COMPLETED!

- Add a row by clicking on the plus (+) button in the upper right corner.
- Change the effective date to the hire date
  - Be sure to consult the In House Appointment Date Chart for the correct dates to use.

**If the rehire effective date is the same date as the previous termination row, you must enter a ‘1’ in the Effective Sequence box (see green arrow) or the system will not accept the new row.**

- Change the Action to Rehire
- Check to make sure department number is correct.

Click on Job Information
On the Job Information tab:

- Make sure the job code is IN5278
  - If the job code is not IN5278, you cannot use this record # to rehire this person.

Click on the Payroll Tab.
On the Payroll tab, double check the Pay Group is ICT.

Click on the Salary Plan tab.

On the Salary Plan tab, choose the correct Grade and Step that the PTF member will be paid.

Click on the Compensation tab.
On the Compensation tab:

- Click the Default Pay Components to bring in the salary amount.
  - DO NOT CHANGE COMPENSATION AMOUNT IF THERE IS A GRADE/STEP FOR THAT AMOUNT.
  - COMPENSATION SHOULD ONLY BE MANUALLY CHANGED WITH APPROVAL FROM THE PROVOST OFFICE.
- Click Save.

Click back to the Work Location Tab.
**Rehiring on a Part Time Faculty Contract**

### Work Location tab:

- Add a row by clicking on the plus (+) button in the upper right corner.
- Change the Effective Date to the termination date
  - Please consult the In House Appointment Date Chart for correct date to use.
- Change the Action to Termination.
- Click Save

Remember to add the contract panel page or the PTF member will not be paid!
Rehiring on a Part Time Faculty Contract

Click on the Job Information tab in the Menu bar. From the drop down, choose Contract Administration then Update Contract Pay N/A.

On the Contract Pay NA search page, click Add a New Value
Rehiring on a Part Time Faculty Contract

Contract Pay NA

Find an Existing Value  |  Add a New Value

Empl ID: 100574986
Empl Record: 0

Add

Find an Existing Value  |  Add a New Value

Once this page appears, double check the ID # and Record # and then click Add.
On the Contract Pay panel, complete the following fields:

- Effective date – this date is the same as the Job Hire or rehire date
- Contract Pay type – Standard URI Contract
- Contract Begin and End Dates
  - Please consult the In House Appointment Date Chart for the correct dates to use. Please note these dates may differ from the Hire/Term dates used on the job data.
- Click Save.

Once the job and contract have been entered, please remember to verify the employee’s personal information and enter in the I-9 data following the In House Employee Personal Information Job Aid.

Once this is complete, please send the following documents to the Office of Human Resources, attention Nancy Gardner.

- Appointment/Contract Letter
- I-9 Completed by employee and department personnel
- I-9 Supporting documents
- Bar of Claims form
- Drug Free Work place Acknowledgment Form