## **TEACHERS COLLEGE**

COLUMBIA UNIVERSITY

## **Summer Appointment Processing**

For all Professor or Lecturers → Use PageUp

For all Summer Reappointments  $\rightarrow$  Use Self Service Banner EPAFS

For all New Hires and First Time Summer Appointments (on applicable pooled positions)  $\rightarrow$  Use PageUp

Applicable Pooled Positions:

Adjuncts	35	6139
Part Time Instructors	31	6129
Course Assistants	84	6469
Fee based Instructors	81	6159

\*\*See additional processing notes for this group, below\*\*

- Course Information is required for each hire. Needed data elements are as follows:
  - o TCID
  - o NAME
  - Summer Term (A, B, AB)
  - Course No.(s)
  - Requested Salary

What you need to do	What you will see
If hiring ONE Incumbent, input additional info in NOTES tab:	Adjunct Assistant Professor
<ul> <li>On requisition, click 'Notes' tab</li> <li>From 'Add' dropdown, select 'Note'</li> </ul>	Position info     Notes     Posting     Documents     Reports       Add:     Select     •     •     •       Select     •     •     •     •       Hold day     •     •     •     •
<ul> <li>In pop up box, input applicable information</li> <li>Click 'Save'</li> </ul>	Add note  Note:*  T99999999 John Smith Term: Summer A Course 597894 Requested Salary \$2500  Save

## TEACHERS COLLEGE

COLUMBIA UNIVERSIT	Y
If hiring MULTIPLE incumbents and	
using headcount management,	
attach listing of summer	Position info Notes Posting Documents Reports
appointment assignments to	
<ul> <li>requisition</li> <li>STEP 1: Navigate to template</li> <li>On requisition, click</li> </ul>	Select  Select Document from a file Document from library Generate selection report
<ul><li>Documents Tab</li><li>Select 'Document from library'</li></ul>	
<ul> <li>STEP 2: Download template</li> <li>Scroll to folder 'Summer Appointments</li> <li>Locate file: Summer Appointments Course Listing</li> <li>Click 'View'</li> </ul>	Summer Appointments (1) Summer Appointment Course Listing 21 Feb 2018 59Kb View (Req XXXXX) TEMPLATE.docx
STEP 3: Complete template	TCID Name (Last, First) Summer Term (A, B, AB) Course No.(s) Requested Salary
<ul><li>Input needed information</li><li>Save file and note location saved</li></ul>	1       T11111111       John Smith       Summer A       500126       \$2,500.00         2       T1111112       Jane Doe       Summer AB       900652       \$5,000.00         3       T1111113       George Washington       Summer B       45456       \$2,500.00         4       T1111114       Martha Washington       Summer A       998563       \$2,500.00         5
Attach Spreadsheet to Requisition	) Adjunct Assistant Professor
<ul> <li>STEP 4:</li> <li>On requisition, click 'Notes' tab</li> <li>From 'Add' dropdown, select 'Note'</li> </ul>	Position info     Notes     Posting     Documents     Reports       Add:     Select          Select     Note          Hold day
<ul> <li>In 'Notes' text box, write: 'See attached course listing'</li> <li>Select 'Upload File'</li> <li>Attach applicable file</li> <li>Click 'Save'</li> </ul>	Add note - PageUp - Google Chrome  Secure https://adminuat.dc4.pageuppeople.com/beta//boNote/Add?sData=bpGzGmtTBmz  Add note  File: Upload file Upload file Upload file Upload file User: User: User: User: User: Cancel V
Proceed on with applicable Approval Process	