Overview

- This job aid is intended for the HCM Initiator.
- This job aid describes adding a new joint appointment for a TTT faculty member.
- Joint appointments are for a limited term – generally 3-5 years – so should have a Projected End Date.
- In the case of an Assistant Professor, the Projected End Date for the joint appointment should not exceed the Projected End Date for the Assistant Professor’s primary assignment, which would be the end of their current contract.
- **Who can initiate this action:** The HCM Initiator who starts this action must have security for the faculty member’s home department, or at least one of their joint appointments. So in some cases, the action would need to be initiated at the dean’s level, or, if establishing a relationship for the first time in another school, by VPAA. In such cases, routing for approval by all parties would need to be a manual path using manual approvals. Once this is done the first time, reappointments can be initiated by the joint department as normal.

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1. Navigate to Add Assignment in Quick Actions

1. Under the **My Client Groups** tab on the home page, see the **Quick Actions** list of actions to the left of the circle apps.

![Image of My Client Groups tab]

2. Scroll down and select **Show More**.

![Image of Show More button]

3. Find and select **Add Assignment**. It is located in the Employment group. You can quickly find it by using your browser’s Find function (Ctrl-F) and starting to type “assignment.”

![Image of Add Assignment button]
2. Add a New Assignment

1. In the Add Assignment section, type the person’s name in the Search field at the top, enter, then select primary position of the faculty member from the dropdown box.

2. In the next section, click the checkbox in the box for Comments and Attachments only.
3. Hit **Continue** in the upper right corner.

4. In the **When and Why** section, fill in the blanks with the effective date and as follows. (Select **Permanent** on the second question; otherwise you will get an error message.) Continue.

5. In the **Assignment** section, update the following fields:
a. **Assignment Status:** Active – No Payroll.

b. **Projected End Date:** As appropriate.

c. **Position:** Joint appointment positions use this naming convention: “Joint Rank Faculty Appointment – Department.” For example: “Joint Assistant Professor Faculty Appointment – Bioengineering.” They have position codes as follows:

   One of the following 5-letter codes, followed by “ – ” and the 5-digit org code of the joint department.
   JNTAT = Joint Asst Prof
   JNTAO = Joint Assoc Prof
   JNTPF = Joint Professor

   For example, the code for an Asst Prof joint appointment in Bioengineering would be: JNTAT – 27560
Search for and select the appropriate position, using either the name or code.

<table>
<thead>
<tr>
<th>Position</th>
<th>Code</th>
<th>Job Name</th>
<th>Department Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joint</td>
<td></td>
<td>Joint Assistant</td>
<td>27560-Bioengineering</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>JNTAT</td>
<td>Faculty Appointment</td>
<td></td>
</tr>
<tr>
<td>Appointment - Bioeng.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appointment - BioSciences</td>
<td>JNTAT</td>
<td>Assistant Professor</td>
<td>24200-BioSciences</td>
</tr>
<tr>
<td>Appointment - Chem.</td>
<td></td>
<td></td>
<td>24220-Chemistry</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>JNTAT</td>
<td>Faculty Appointment</td>
<td></td>
</tr>
<tr>
<td>Appointment - Chem.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**d. Apply Selected Position Changes: Yes.**
e. **Business Title**: This is the title that will show in the directory. Change it to be in this format: *Rank, Joint Department*. For example, Assistant Professor, Bioengineering.

Most of the rest of the fields can be left as they default in.
6. In the **Comments and Attachments** section, attach any relevant memos and leave any comments for this joint appointment.

7. Skip the **Seniority Dates** section.

8. Use the **Edit** buttons to go back and review your action. Then hit **Submit** in the upper right corner.