Overview

- This job aid is intended for the HCM Initiator.
- This job aid describes adding a new department chair appointment to an existing faculty member.
- Renewing or extending a department chair appointment is simple; see job aid Fac6a for a similar process.
- A department chair appointment is always for a limited term, so should have a Projected End Date.

Table of Contents

Page 2: Navigate to Person Management
Page 3: Add a New Assignment
1. Navigate to Person Management

   1. You can access **Person Management** in two ways:
      
         a. *(Option 1)* Click the Navigator icon in the upper left-hand corner of the iO page.
2. Add a New Assignment

1. In the **Name** field, type the person's name. Select the **Search** button.

2. Select the appropriate person in the Search Results section. When you have selected a certain line, it turns **blue**. If they have multiple lines (assignments or roles), select the primary faculty appointment.
3. **Edit / Update / Add Assignment**
   In the **Employment** section, open the **Edit** drop-down box.

![Diagram of Employment section]

4. Select **Update**.

![Diagram showing Update function]

5. In the Update Employment window, update the following fields:

   ![Update Employment window with highlighted fields]

   a. **Effective Start Date**: Department chair appointments should start on July 1 or January 1.
   b. **Assignment Status**: Add Assignment.
   c. **Action Reason**: Additional Assignment.
   d. Click **OK**.

6. In the Assignment Details section, enter the following:

   ![Assignment Details section with highlighted fields]
a. **Person Type:** Employee  
b. **Business Unit:** GENERAL  
c. **Assignment Status:** Active – Payroll Eligible. (Even though there may not be semi-monthly pay for this assignment, there may be one-time pays. Leaving the Assignment Status as Active – Payroll Eligible with zero salary allows these one-time pays to be processed on this department chair assignment later on.)  
d. **Primary:** No.  
e. **Projected End Date:** Enter the end of this current appointment.  

7. On Job Details page, change the details as required to add the assignment:

![Job Details Page](image)

a. **Position:** Choose from the drop-down menu. The position code for department chairs are in this pattern, where XXXXX is the department's org:  

   **CHAIR – XXXXX**

   These position “names” are like this:  
   
   Department Chair – Chemistry (or whatever department)  
   
   To search for a pooled position number:
Select the one for the appropriate unit:

<table>
<thead>
<tr>
<th>Name</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Chair - Anthropology</td>
<td>CHAIR - 28440</td>
</tr>
<tr>
<td>Department Chair - Art History</td>
<td>CHAIR - 23220</td>
</tr>
<tr>
<td>Department Chair - Bioengineering</td>
<td>CHAIR - 27560</td>
</tr>
<tr>
<td>Department Chair - BioSciences</td>
<td>CHAIR - 24200</td>
</tr>
<tr>
<td>Department Chair - Chemical &amp; Biomolecular Engine</td>
<td>CHAIR - 27420</td>
</tr>
<tr>
<td>Department Chair - Chemistry</td>
<td>CHAIR - 24220</td>
</tr>
<tr>
<td>Department Chair - Comp &amp; Applied Mathematics</td>
<td>CHAIR - 27540</td>
</tr>
<tr>
<td>Department Chair - Computer Science</td>
<td>CHAIR - 27520</td>
</tr>
<tr>
<td>Department Chair - Earth Environmental Planetary</td>
<td>CHAIR - 24260</td>
</tr>
<tr>
<td>Sciences</td>
<td></td>
</tr>
<tr>
<td>Department Chair - Economics</td>
<td>CHAIR - 28400</td>
</tr>
</tbody>
</table>

If you get a warning message about this position not having any open headcount, just continue anyway.

b. Synchronize from Position:
   - This field appears after you have selected a Position, and it set to Yes by default.
   - Position Synchronization will auto-populate the values for Job, Department, Grade, Regular or Temporary, Full Time or Part Time, Assignment Category, Working Hours, Frequency, Standard Working Hours, and FTE fields.
   - If you need to modify any of the auto-populated fields, go back and select No to Synchronize from Position and then carry on with the modifications.
When set to Yes, auto-fills some fields:  
When set to No, fields become editable:

- **c. Job:** Department Chair.
- **d. Assignment Name:** This is the title that will be displayed in the directory, so enter: Department Chair, Chemistry (or whatever department)
- **e. Grade:** Leave blank.
- **f. Location:** OK to select “No Rice Location Assigned.”
- **g. Working at Home:** Yes or No as appropriate.
- **h. Worker Category:** Leave blank for faculty.
- **i. Assignment Category:** T/TT Faculty: Benefits Eligible.
- **j. Working as a Manager:** Select Yes.
- **k. Hourly Paid or Salaried:** Choose from drop-down menu. Faculty are always salaried.
- **l. Working Hours/FTE:** OK to leave this to match primary assignment.
- **m. In the Managers Details subsection,** search for and select the NTT’s immediate supervisor.

For department chairs, their Manager would be the school dean. Select the line for the Dean assignment.

The Type is always Line Manager.

8. Click Next. On the Compensation page:
- **a. Salary Basis:** Can stay as 9 month over 12 month Salaried (Faculty)
- **b. Salary Amount:** 0.00
9. Click **Next** twice.

10. Scroll down to the **Direct Reports** section. You can add direct reports of the department faculty. This will be effective on the day this appointment begins.

11. **Add the appointment letter as an attachment at the bottom of the Review page.** Click the plus sign.

   a. In the pop-up window, select **Add** from the **Actions** drop-down list.

   ![Add Attachment](image)

   b. Choose the file to be added. Make sure the title is descriptive of the attachment. Add a description if desired.
c. Close the window by hitting the X in the upper right corner.

8. Select the Review button.

9. After you have reviewed your changes, you can either hit Back to go back and make any changes, or hit Submit to send it on for approvals.