Overview

- This job aid is intended for the HCM Initiator.
- This job aid describes adding a secondary, administrative title with no additional pay attached to someone who is primarily TTT faculty. Example: Director of xxxx.
- Secondary titles for faculty require an appointment letter, usually from the dean.
- Secondary appointments are usually for a limited term, so should have a Projected End Date.
- In the case of an Assistant Professor, the Projected End Date for the secondary, administrative assignment should not exceed the Projected End Date for Assistant Professor's primary assignment, which would be the end of their current contract.

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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 one that seems most relevant.
3. **Edit / Update / Add Assignment**
   In the *Employment* section, open the *Edit* drop-down box.

4. Select **Update**.

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

   a. **Effective Start Date**: In general, faculty appointments should start on July 1 or January 1.
   b. **Assignment Status**: *Add Assignment*.
   c. **Action Reason**: Optional.
   d. Click **OK**.

6. In the Assignment Details section, enter the following:
a. **Person Type:** Employee  
b. **Business Unit:** GENERAL  
c. **Assignment Status:** Active – No Payroll  
d. **Primary:** No.  
e. **Projected End Date:** Additional assignments for faculty are usually term limited. The Projected End Date should reflect the end of the current appointment, and should not exceed the Projected End Date on the primary assignment, in the case of Assistant Professors.

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 field identifies the position number, which you can see in the second column in the dropdown menu. The numbers that start with 1, 2 or 3 correspond to the budgeted position numbers from Banner, plus a 2-digit suffix.

So, if you have a budgeted position number, then search for that number in the “Code” field of the Search pop-up box.

However, pooled position numbers are different. They no longer start with a letter. Here’s how pooled positions work in iO:
**POOLED POSITION NUMBERS (CODE):**

XXXXX – XXXXX (1ˢᵗ set of digits = position class code; 2ⁿᵈ set of digits = org #)  The position class code for faculty administrative roles is FA001.

To search for a pooled position number:

Select the one for the appropriate unit:
With a pooled position, 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 is 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:

- **Job:** Faculty Administrative Role.
- **Assignment Name:** This is the title that will be displayed in the directory, so put what the title should be.
- **Grade:** Leave blank.
- **Location:** OK to select “No Rice Location Assigned.”
- **Working at Home:** Yes or No as appropriate.
- **Worker Category:** Leave blank for faculty.
- **Assignment Category:** T/TT Faculty: Benefits Eligible.
- **Working as a Manager:** Select No unless you know whom they will supervise and are ready to add them. This can always be changed later.

- **Hourly Paid or Salaried:** Choose from drop-down menu. Faculty are always salaried.
- **Working Hours/FTE:** If this assignment is without extra pay, OK to leave this to match primary assignment.

m. In the Managers Details subsection, search for and select the NTT’s immediate supervisor.
For faculty, their Manager would be the department chair or center director. Select the line for the Department Chair assignment. Or whatever makes sense; for example, an Associate Dean would report to the Dean.

The Type is always Line Manager.

8. If you need to add attachments, that can be done at the bottom of the Review page. Click the plus sign to add a document.

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

   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.