Overview

- This job aid is intended for the HCM Initiator.

- Processing an endowed chair appointment is a simple transaction. You're basically just changing the faculty member’s primary position’s Assignment Name. All else stays the same.

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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.

   ![Image of iO page with Navigator icon highlighted]

   i. **Under the My Client Groups section click the drop-down arrow and select Person Management from the drop-down list.**

   ![Image of iO page with My Client Groups and Person Management highlighted]
2. Search for a Person

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

2. Select the appropriate person in the Search Results section. Be sure to select the faculty member’s primary appointment, the one that has a faculty rank in the Job column. Click the name on that line.
3. Title Change

1. On the Employment tab, select the Edit drop down box, in the Assignment section.

![Edit drop down box](image)

2. Select Update button.

![Update button](image)

3. *Effective Start Date:* Type out date or use calendar to select the update date.

![Update Employment](image)

5. **Action Reason:** Title Change.
6. The only field that needs to be updated is the Assignment Name. This is the title that will show in the directory. This field will accommodate 70 characters.

   a. **Location:** This refers to the room and building on campus where this person will be working. It is a required field. If they will not be working on campus or it doesn’t apply (as for a joint appointment), you can select “No Rice Location Assigned.”

   To find a specific location, search on the name of the building, then select the room. The naming convention is like: Building/floor/room#.

7. **Click on Review.**
8. Scroll down to the bottom of this screen to add **Attachments** and **Comments**, by clicking the “+” icon. Please include a comment if the chair is time limited and attach any related memos.

9. Review the changes entered. To come back to this action later without submitting, click **Save** or **Save and Close**. To make any changes, click the **Back** button to return to data entry page.

10. Upon completion of the data review, click on **Submit**.

9. In the warning popup, click **Yes**.

10. The action will now go through the approvals process.