Reappointment

Introduction

Reappointment is the process by which annual raise pool funds are distributed to salaried employees.

Reappointment closes @ 11:59 pm on June 11th.

For FY 2016 the control total deployed will be $10 for each planning unit. Under the RCM budget module, control totals are no longer required.
Reappointment

Instructions

The Fiscal Officer and the Budget Unit Manager can offer instructions related to Reappointment in the instructions screen. The Fiscal Officer can inform users of institutional guidelines, which are “view only” for Budget Unit Managers and Employee Managers. Budget Unit Managers can inform users of instructions specific to their particular planning unit, which are “view only” for Employee Managers.

Click the down arrow to choose either Fiscal Officer or Budget Unit Manager Instructions.
Reappointment

Costing

Control Total Costing is a Budget Unit Manager function only.
- Autogenerate looks at all the account codes that your employees have been paid from over the last year. Any FUND account code that begins with ‘00’, ‘04’, ‘05’ will automatically deduct from your control total.
- Click the flashlight to search for and enter the account code.

Click the Flashlight to search for and enter the account code to add.
Control Total Costing is a Budget Unit Manager function only:

- Search for and enter each account code segment
- Click the OK button.

Enter each Account Code Segment or click the Flashlight to search for the account code segment in each field.

- The entered Account Code appears at the bottom of the list.
- Click the Autogenerate button.

This process could take up to 5 – 10 minutes.
You may continue working in the system while this process is running.

NOTE: Each time you click on the Autogenerate button, it will remove all account codes set up to deduct from your control total, and repopulate with the original account codes.

- Click the back to costing link to return to the costing menu.
Reappointment - Costing

(Budget Unit Managers Only) List of account numbers that will deduct from the control total.

NOTE: Click on the delete button to remove an account number.

To remove a cost account number, click the Delete button.
Reappointment

Control Total Deployment

The Budget Unit Manager, or Employee Manager, can assign an Employee Manager to an organization and allocate the manager a raise pool dollar amount to distribute to employees within that organization.

- Click in the Control Total Amount field and enter raise pool dollar amount to each Employee Manager.
- You can also “Take Back” a group. Click on the drop-down down box in the Take Back column. Choose Yes and click the Save button.
- The Control Total Remaining should reflect your available raise pool dollars after allocating to employee managers.

**WARNING:** Changed information is intended to flow up the hierarchy, rather than down. The Employee Manager should make changes to employee information before a Budget Unit Manager does. An Employee Manager cannot make additional changes to data previously changed by a Budget Unit Manager.

---

### Control Total Deployment (REAP)

<table>
<thead>
<tr>
<th>Name/Last Update</th>
<th>Organization(s)</th>
<th>Finished</th>
<th>Take Back</th>
<th>Control Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gina Rider</td>
<td>09030 FINANCE</td>
<td>No</td>
<td></td>
<td>$100,000</td>
</tr>
<tr>
<td>John Worker</td>
<td>09070 ACCOUNTANCY</td>
<td>Yes</td>
<td>NO</td>
<td>48,000</td>
</tr>
</tbody>
</table>

**After all information is entered, click the Save button.**

You may “Take Back” a group. In the Take Back column, click on the down arrow and select Yes. Click the Save button.

Assign an Employee Manager and enter the Amount to be deployed to an organization.
Reappointment

Control Total Review

The Control Total Review screen allows you to see the total dollar amounts distributed to each employee from Control Total Amounts and Non-Control Total Amounts.

You may click on the employee’s Name to go to Employee Overview screen.

To select a specific organization, click the down arrow. Doing so will return a selection of employees in that organization.
Reappointment

Create Notification

The Notification Menu displays choices dependent upon the employee eligibility.

If you want to view all employees in the Name field, leave the default “All Organizations.” Otherwise, click the down arrow to select the appropriate organization.

To select a specific employee, click the down arrow.

To create/alter a change notification, click the appropriate Edit button.

Date Revised: May 22, 2015
Reappointment

Annual Pay

Create Notification>Annual Pay

Annual Pay:

- Amount salary is increased for the Fiscal Year based upon employee performance.
- The Annual Salary Raise Pool provides funds for the Annual Increase.
- Processed during reappointment using funds from the annual salary pool.

Base Salary:

- Employee regular rate of pay/salary.
- Includes Annual Increase for the Fiscal Year.
- Does not include fiscal increments, additional pay, additional salary, or overload contract pay.

The first step is to verify all costing accounts associated with the employee’s salary for the following year are displayed. To add a second cost account, start with #1 below, Add Row. Otherwise, start with #3.

1. To add a new row, click the Add Row button.
2. Click the Flashlight to enter the appropriate account number or choose a different account number.
3. If you enter the amount of the raise, the percent is automatically calculated, or if you enter the percent, the amount is calculated.
4. To go to the Review screen, click the Continue button.
Reappointment

Annual Pay Error Message

Create Notification>Annual Pay

If the Base Amount does not equal Current Annual Pay, you will receive the error message below.

Enter the correct amount of the Grand Total Annual Pay in the New Annual Pay Base field, then click continue.

The Current Annual Pay Grand Total must be equal to the New Annual Pay Base Amount to proceed with an increase.
Reappointment

**Review Annual Pay**

Create Notification>Annual Pay

After entering data in the Annual Pay screen and clicking continue, the Review Annual Pay screen is displayed to review before saving. Click the *Save Changes* button to complete the transaction.

**WARNING:** Click the *Save Changes* button to finalize entry.

Click the *Go Back* button if changes need to be made.
Reappointment

Create Notification>Faculty Promotion

The Faculty Promotion is an additional amount to be paid to a faculty member due to a promotion (e.g. promoted from Associate Professor to Full Professor).

Note: On the Create Notification screen, the Faculty Promotion functionality is only visible when accessing a Faculty member.

1. To add a new row, click the Add Row button. Add as many rows as needed.

2. Click the Flashlight to enter the appropriate account number or choose a different account number.

3. Enter the Amount of Faculty promotion.

4. Click the Continue button.
Reappointment

Review Faculty Promotion

Create Notification>Faculty Promotion

After entering data in the Faculty Promotion screen and clicking continue, the Review Faculty Promotion screen is displayed to review before saving. Click the Save Changes button to complete the transaction.

Warning: Click the Save Changes button to finalize entry.

Click the Go Back button if changes need to be made.
Additional Pay

- Payment for additional duties/assignments related to your position but not included in the general description of the position for a period of time less than the full fiscal year (i.e. 3 months, 6 months).
- Costing is separate from base salary.
- Start and end dates determine how much and when additional salary is paid.

EXAMPLES:
1. Employee who has taken on additional duties for three months at a rate of $300 per month will receive $900 over the three month Additional Pay period. The additional duties assumed should be evaluated by compensation to determine scope and amount of increase.

2. Additional Pay for additional workload, paid July 01 thru Sept 30th for admin or Semester dates for faculty, etc.

**NOTE:** Additional Pay for Administrative employees should be submitted to UHR Compensation prior to submitting for processing in Reappointment. Payroll remarks should be added defining the reason for the additional pay within EMS. Submit details of request to compensation@ohio.edu.
Additional Pay Review

Create Notification>Additional Pay

After entering data in the Additional Pay screen and clicking continue, the Additional Pay Review screen is displayed to review before saving. Click the Save Changes button to complete the transaction.

WARNING: Click the Save Changes button to finalize entry.

Click the Go Back button if changes need to be made.
Reappointment

Additional Salary

Create Notification>Additional Salary
- Payment for additional duties/assignments related to your position but not included in the general description of the position
- Costing is separate from base salary
- Payment of Additional Salary will follow the regular scheduled pay (i.e., Fiscal July 31 thru June 30th, Academic September 15th thru May 31st or if on 12 pay option September 15th thru August 31st).

EXAMPLE: Distinguished Professor

NOTE: Additional salary for Administrative employees should be submitted to UHR Compensation prior to submitting for processing in Reappointment. Payroll remarks should be added defining the reason for the additional pay within EMS. Submit details of request to compensation@ohio.edu.

To remove a row, click Delete.

Information

1. To add a new row, click the Add Row button. Add as many rows as needed.

2. Click the Flashlight to enter the appropriate account number or choose a different account number.

3. You must enter Remarks.

4. Enter additional salary. Gray Boxes cannot be edited.

5. Click the Continue button.
Reappointment

**Additional Salary Review**

Create Notification>Additional Salary

After entering data in the Additional Salary screen and clicking continue, the Additional Salary Review screen is displayed to review before saving. Click the *Save Changes* button to complete the transaction.

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**Additional Salary Review (REAPPT)**

<table>
<thead>
<tr>
<th>Name: Jane Worker</th>
<th>Employee Number: 123456</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization: 05010 DEAN BUSINESS</td>
<td>Position ID: DN123456</td>
</tr>
<tr>
<td>Work Location: Fundraising Deans Office</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PTE</th>
<th>Summer 1</th>
<th>Summer 2</th>
<th>Fall</th>
<th>Spring</th>
<th>Annual</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0.50</td>
<td>0.50</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
</tr>
</tbody>
</table>

**Current Additional Salary**

<table>
<thead>
<tr>
<th>Costing Account</th>
<th>Remarks</th>
<th>Amount</th>
</tr>
</thead>
</table>

**Proposed Additional Salary**

<table>
<thead>
<tr>
<th>Costing Account</th>
<th>Remarks</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>010-0000-05010-119000-00000000</td>
<td>Additional duties</td>
<td>$1,100.00</td>
</tr>
</tbody>
</table>

**WARNING:** Click the *Save Changes* button to finalize entry.

Click the *Go Back* button if changes need to be made.
Reappointment

Fiscal Increment

Create Notification>Fiscal Increment
• Payment for additional duties (CHAIR) associated with a faculty appointment
• Costing is separate from base salary
• Applicable to faculty on fiscal year salary

Example:
Department Chair administrative duties would be paid via Fiscal Increment. This amount is combined with the academic year salary and then paid to the Chair over the Fiscal year (July 1 to June 30).

1. To add a new row, click the Add Row button. Add as many rows as needed.
2. Click the Flashlight to enter the appropriate account number or choose a different account number.
3. You must enter Remarks.
4. The Amount field equals the dollar amount of the Fiscal Increment for the current year. If the employee is new or if they have never had a Fiscal Increment in a prior year, this field will be blank.
5. Enter the Fiscal Increment Amount Increase. This amount will deduct from control total if the account number is set up to deduct.
6. Click the Continue button.

Information

To remove a row, click Delete.
Reappointment

Fiscal Increment Review

Create Notification > Fiscal Increment

After entering data in the Fiscal Increment screen and clicking continue, the Fiscal Increment Review screen is displayed to review before saving. Click the Save Changes button to complete the transaction.

WARNING: Click the Save Changes button to finalize entry.

Click the Go Back button if changes need to be made.
Reappointment

Payroll Remarks
Create Notification > Payroll Remarks
Add payroll remarks and additional information that may be needed to process the employee’s reappointment record. Click on the Payroll Remark Type drop-down arrow to choose an option. Provide additional information where required, i.e., all terminations require an effective date. Refer to the Payroll Remarks Type table on the next page.

Some specific instances where Payroll Remarks should be added:
Additional Pay and/or Additional Salary for Administrative employees should be submitted to UHR Compensation prior to submitting for processing in Reappointment. Payroll remarks should be added defining the reason for the additional pay within EMS. Submit details of request to compensation@ohio.edu

![Payroll Remarks (REAPPT)](image)

1. Select Payroll Remark Type.
2. Read and follow instructions for Payroll Remark Type.
3. Enter additional information required by the Payroll Remark Type.
4. Click the Continue button.
### Payroll Remarks

Read and follow instructions for Payroll Remark Type.

<table>
<thead>
<tr>
<th>Payroll Remark</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Payroll Remarks</td>
<td>No payroll remarks are set for this employee.</td>
</tr>
<tr>
<td>Change-Costing</td>
<td>Most Costing Changes Can Be Done Within The Reappointment Process. For Costing Changes At A Specific Point In Time, Submit A Payroll Costing Change Form.</td>
</tr>
<tr>
<td>Continue Employment W/No Raise</td>
<td>This Employee Will Not Be Given A Raise At This Time Please Indicate The Reason.</td>
</tr>
<tr>
<td>FTE-Correction</td>
<td>Use this remark when the base salary is correct, but the FTE is incorrect. Salary dollars will not change by use of this remark.</td>
</tr>
<tr>
<td>Leave-Faculty Fellowship</td>
<td>Indicate The Number Of Semesters That The Faculty Member Will Be On Fellowship. The Faculty Member Will Need To Complete STRS Form 3345.28 (Notification Of Professional Leave Of Absence.)</td>
</tr>
<tr>
<td>Leave-Unpaid Leave</td>
<td>Please Indicate The Beginning And Ending Dates Of The Leave.</td>
</tr>
<tr>
<td>Note to College/Department</td>
<td>This remark is for internal college use only. Payroll will disregard this message for processing purposes.</td>
</tr>
<tr>
<td>Paper Form to Follow</td>
<td>This Is To Let Payroll Know To Expect A Paper Form For This Employee.</td>
</tr>
<tr>
<td>Special Note to Payroll Office</td>
<td>This Is For Any Message That Doesn't Fit In Any Other Category, i.e., Employee Is On A 10 Month Appointment Starting September 1st</td>
</tr>
<tr>
<td>Tenure Denied</td>
<td>Please Indicate If The Faculty Member Will Continue And Receive A 1 Year Terminal Appointment. Information Needs To Go To Both HR And Payroll Office With Effective Date Of Termination.</td>
</tr>
<tr>
<td>Termination –Early Retirement</td>
<td>Please Indicate The Effective Date Of The Retirement Payroll And HR Will Need A Copy Of The Early Retirement Agreement.</td>
</tr>
<tr>
<td>Termination-Resignation</td>
<td>Please Indicate The Effective Date Of The Resignation. The Employees Vacation Record Will Need To Be Forwarded On To Payroll At The Time Of Resignation (Administrators Only)</td>
</tr>
<tr>
<td>Termination - Retirement</td>
<td>Please Indicate The Effective Date Of The Retirement. Payroll And HR Will Need A Copy Of The Employee's Vacation Record At The Retirement Date (Administrators Only).</td>
</tr>
<tr>
<td>Termination-Term Position Ended</td>
<td>Please Indicate The Effective End Date Of Term Position. Payroll Needs End Date Of Position.</td>
</tr>
</tbody>
</table>
Reappointment

Payroll Remarks Review

Create Notification > Payroll Remarks
After entering data in the Payroll Remarks screen and clicking continue, the Payroll Remarks Review screen is displayed to review before saving. Click the Save Changes button to complete the transaction.

WARNING: Click the Save Changes button to finalize entry.
Reappointment

Employee Performance Evaluation

This screen allows you to enter Performance Evaluation information for each employee. The data entered should be exactly the same as the Performance Evaluation completed for that particular employee.

1. You may leave the default “All Organizations” or choose an organization from the list to work with a smaller group.

2. To select the appropriate Evaluation Reason, click the down arrow.

   - Reviewed FY2014
   - No Eval - Termination
   - No Eval - New Hire

3. Select the Task Number (1, 2, and 3). Task is related to Job Duties. Refer back to the HR website for Performance Management guidelines.
   [http://www.ohio.edu/hr/performance/numerical-admin.cfm](http://www.ohio.edu/hr/performance/numerical-admin.cfm)

4. Select the Relationship Number (1.2.3). Relationship is related to Customer Service. Refer back to the HR website for Performance Management guidelines.
   [http://www.ohio.edu/hr/performance/numerical-admin.cfm](http://www.ohio.edu/hr/performance/numerical-admin.cfm)

5. Enter the Name of the evaluator. This field is free form.

6. Click the Save button before exiting.

7. To download this data to an Excel spreadsheet, click the Download Grid button.
Reappointment

Download Grid
This function enables you to download a Grid of the Employee Evaluations.

What do you want to do with reappointment5ea1a0f4.xls?

Size: 2.66 KB
From: ems-edev1.ohio.edu

- Open
  The file won't be saved automatically.

- Save

- Save as

After clicking the Download Grid button, a pop-up window will display. Choose one of the options listed in the window. If you click Open,
- A downloading window will display.
- Next a Windows Security window displays, Enter your OHIO ID and Password.

Excel will open and display the Employee Performance Evaluation Information from the prior screen. You may manipulate the data in the Excel Spreadsheet.
Reappointment

Employee Overview - Current Salary

The Employee Overview screen is view only information about each individual employee. The Additional Information drop-down box can have the following information, depending on the employee’s eligibility:

- Current Salary
- Salary History
- Pay Grade
- Tenure Information
- Educational History

To choose one of the Additional Information options, click the down arrow.
Employee Overview - Select Salary History in the Additional Information drop-down box, to display that employee’s salary history.

To choose Salary History, click the down arrow.

To view a graphical chart of the employee’s salary history, click the Chart It! Button.
Reappointment

Select the Chart It! button at the bottom of the Additional Information section to view a graphical chart of the employee’s salary history. Click the Print button to print the chart.

**NOTE:** If the Salary History chart does not display, you can turn off your Pop-up Blocker or you can Accept the pop-up blocker from this site. Depending on your internet browser, you may be given several choices. If so, choose the “Always Accept Pop-ups from this site” option.
Select *Pay Grade* in the Additional Information drop-down box, to display that employee’s Pay Grade information. The Employee Overview screen can produce a graph of Pay Grade information that will indicate the percent of penetration for the current and proposed salaries. This option displays only for Administrators.

**NOTE:** If the *Pay Grade* graph does not display, you can turn off your Pop-up Blocker or you can *Accept* the pop-up blocker from this site. Depending on your internet browser, you may be given several choices. If so, choose the “Always Accept Pop-ups from this site” option.
Reappointment

Employee Overview – By selecting *Tenure Information* in the Additional Information drop-down box, you can see a chart of that employee’s Tenure information.

To choose *Tenure Information*, click the down arrow.
Employee Overview – By selecting *Educational History* in the Additional Information drop-down box, you can see a chart of that employee’s Educational History.

To choose *Educational History*, click the **down arrow**.
The Employee Overview Grid Builder enables you to customize your own Employee Overview Grid to download. Each element that is displayed on the Employee Overview screen is available to choose.

Click on individual option checkboxes or click the *Select All* button to choose all options.

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Employee Number</th>
<th>Position Number</th>
<th>Work Location</th>
<th>Planning Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Budget Unit</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Campus Code</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Academic Title</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Administrative Title</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Job</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Job Family</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Job Category</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>People Group</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Faculty Rank</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Latest Hire Date</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Original Hire Date</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Payroll</td>
</tr>
</tbody>
</table>

Click on individual option checkboxes or click the *Select All* button to choose all options.

<table>
<thead>
<tr>
<th>[view instructions]</th>
<th>[control total costing]</th>
<th>[control total deployment]</th>
<th>[control total review]</th>
</tr>
</thead>
<tbody>
<tr>
<td>[create notification]</td>
<td>[employee overview]</td>
<td>[employee overview grid builder]</td>
<td>[employee grid]</td>
</tr>
<tr>
<td>[employee evaluation]</td>
<td>[view organization hierarchy]</td>
<td>[finish reappointment]</td>
<td></td>
</tr>
<tr>
<td>[reappointment menu]</td>
<td>[main menu]</td>
<td>[print]</td>
<td>[logout]</td>
</tr>
</tbody>
</table>

Original: $100,000.00 | Deployed: $95,000.00 | Allotted: $4,032.00 | Remaining: $568.00
Reappointment

Employee Grid

The Employee Grid shows all employees for the selected Organization. It is recommended that you check this screen prior to finishing reappointment to ensure that all employees’ records have received some action. At a minimum, it should reflect an entry in Payroll Remarks to reflect why no increase was given.

NOTE: The fields on this screen have links to other screens within Reappointment. For example, you can click on a name in the Name field and go directly to the Employee Overview screen for that employee. All other columns will take you to the Change Notification entry screens for details on each employee.

Payroll remarks are now added to the Employee Grid.

To download this data to an Excel spreadsheet, click the Download Grid button.

As employee information is updated the color of the row will change.
- **Yellow** indicates the data has not been altered.
- **Green** means an appropriate change has been made.
- **Red** is a warning indicating the minimum/maximum percent increase has been violated.

**NOTE:** A warning will not keep the information from being processed.
**Organization Hierarchy**

The Reappointment Organization Hierarchy screen allows you to view who has access to specific organizations and sub-organizations. It also lists administrators and faculty for each organization.

Enter the **Name** (search is case sensitive), then click the **Search Tree** button. Lines that match the search criteria will be highlighted.
Reappointment

Finish Reappointment

After you click the *Finish Reappointment* button, the Reappointment Wrap-up screen displays all errors and warnings. All errors must be corrected before the Finish Reappointment process completes.

**WARNING:** The data cannot be returned if errors exist.

---

**Reappointment Wrap-Up (REAPPT)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Error Message</th>
<th>Possible Remedies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrator, Joe</td>
<td>Employee Manager Not Finished</td>
<td>Either take back this employee manager's group or wait for them to return the group to you</td>
</tr>
<tr>
<td>Chair, Jane</td>
<td>Employee Manager Not Finished</td>
<td>Either take back this employee manager's group or wait for them to return the group to you</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Warning Message</th>
<th>Other Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty, Joe</td>
<td>Employee Percent Increase Warning</td>
<td>Employee's increase of 0.00% is outside the min/max pay raise guidelines of 1.0% and 11.0%</td>
</tr>
<tr>
<td>Worker, Jane</td>
<td>Employee above pay grade maximum of $66,367.00</td>
<td>Employee's current salary: $78,095.00</td>
</tr>
</tbody>
</table>

You cannot finish with reappointment until all of the above errors have been addressed.

---

[view instructions] [control total costing] [control total deployment] [control total review]
[create notification] [employee overview] [employee overview grid builder] [employee grid]
[employee evaluation] [view organization hierarchy] [finish reappointment]
[reappointment summary] [credit hours] [summary] [logon]
Reappointment

Possible reasons for error messages:
- Employee Not Updated
- Overspent Control Total
- Employee Manager Not Finished
- Employee’s Current Salary Changed

Possible reasons for warnings:
- Employee Percent Increase Warning
- Employee Above Pay Grade
- Employee Below Pay Grade

**NOTE:** Warnings can be processed, but errors must be resolved first.

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**Reappointment Wrap-Up (REAPPT)**

<table>
<thead>
<tr>
<th>0 Reappointment Errors</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Error Message</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>0 Reappointment Warnings</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Warning Message</td>
</tr>
</tbody>
</table>

I'm Finished with Reappointment

After all errors have been resolved, click the **I'm Finished with Reappointment** button to indicate your organization is finished.
**Reappointment**

**Finish Reappointment Approval**

**Budget Unit Managers Only** - After clicking on the red *I’m Finished with Reappointment* button you will see the Reappointment Approval screen below. This clarifies that you are approving all the information that you are about to return.

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**EMS: Reappointment Approval**

By submitting these changes, you are also giving your approval to process all of the changes.

If you wish to continue, click on [Approve] below.

To review the changes again without submitting, click on [Reappointment Menu] below.

Once you submit the changes, you will only be able to **VIEW** the changes. **No EDITS** will be allowed.

If you are finished, click the Approve button to process your changes.

You have the option to return to the Reappointment Menu for further review.

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**EMS: Message**

Congratulations! Everything was successfully approved and returned.

This message will display for both Budget Unit Managers and Employee Managers to indicate the information was successfully submitted. Once you submit the changes, you will have “View Only” access. No edits will be allowed.