

Request To Offer (RTO) Resource Guide

The purpose of this document is to describe how to use the Banner screen PWAAPPT to generate a Request to Offer (RTO). RTOs are used for renewing fixed term faculty and providing the information for HR and Payroll to process any changes. The RTO workflow also satisfies the CBA required notification to the employee. This guide provides an overview of the RTO process, details on how to gain access to PWAAPPT, detailed instructions on how to fill out each tab in PWAAPPT, and how to request help.

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Overview

Request To Offer (RTO) Process

The [Banner](#) form PWAAPPT produces on-screen Requests to Offer that are designed to be downloaded out of Banner and uploaded to forms.uoregon.edu. RTO packets are eventually forwarded to University HR Operations for review. The RTO is used to set up or update the job record in Banner and to create a Notice of Appointment that is shared with the employee. Ensure that the submission [deadlines](#) are being met.

RTOs are **not** used for new appointments, summer appointments for 9-month faculty, reclassifications, or rehires returning after more than one academic year (unless reappointing a retiree).

Access to the Banner screen PWAAPPT

To access PWAAPPT, you must be an authorized Banner user. Banner access and authorization may be requested from the Business Affairs Office using the [FIS/HRIS/AR User Profile form](#). This form is also used to request access to other areas in Banner if you are already an authorized Banner user.

Requesting Help

If anything is unclear or if you have any questions after reviewing the [MyTrack training](#) and this guide please get in touch with the University Human Resources Operations team at hrops@uoregon.edu.

Faculty Renewal Appointments

For Pro Tempore and Visiting Faculty

- Departments need to create renewal RTOs in [Banner](#) and submit them for approval in accordance with this guide. Please follow our [deadlines](#) and those of the department.

For Post-Retirement Faculty

- Non-TRP Post-retirement would begin and are renewed through an RTO.
- Visit our [post-retirement appointment page](#) for the full rundown of all other Post-retirement situations.

For Postdoctoral Scholars

- Departments need to create renewal RTOs in [Banner](#) and submit them for approval in accordance with this guide. Please follow our [deadlines](#) and those of the department.
- Use the current rate for renewals and skip any rate increase on the [RTO](#), except for specific cases like NIH rate adjustments on July 1st renewals.
- Always make sure to confirm in the internal comments section that an Individual Development Plan (IDP) is in place for the postdoctoral scholar. It's important we have this on record for each postdoc's appointment. See the Provost's [Postdoctoral Appointment Guidelines](#).

For Career and Tenure-Track Faculty

- Career faculty in the bargaining unit are considered ongoing and will not receive renewal notices. These employees have an average ongoing full-time equivalent (FTE) commitment, referred to as their annualized FTE, see [Article 16. Notices of Appointment](#), Section 8. Career Faculty FTE of the Collective Bargaining Agreement for further details.
- Departments will take the lead for Tenure-Track Faculty (TTF) and Career non-bargaining faculty due for renewal. Use the "Faculty Appointment & Renewal Report" in [Cognos](#) for a list of who is up for renewal.
 - Departments need to create renewal RTOs in [Banner](#) and submit them for approval in accordance with this guide. Please follow our [deadlines](#) and those of the department.

For Faculty Promotions

- **Promotion Details:** Once the Office of the Provost approves faculty promotions, University Human Resources and Payroll facilitate the process to enter new ranks and salary increases into Banner. Departments just need to update [Banner](#) on the [PWAREVW screen](#) for TTF Review info.
- **Extra Increases Outside the Promotion Process:** If there's an increase above 8% that wasn't in the promotion notice, departments will need to submit a separate request for approval, which should include a memorandum and a PRF submitted through the [Faculty/OA PRF upload](#).

Submitting the RTO

Gather Needed Information to Begin

Before you start a new RTO, be sure to have the following information ready:

- Employee's UO ID Number (95#)
- Position Number (B# typically)
- For all current UO employees, check PWIVERI to ensure this appointment doesn't overlap with any existing ones. The total FTE across all positions must not exceed 100% (1.0 FTE). For example: one position at 100%, or two positions at 70% and 30%.
- Appointment Dates
- Timesheet Organization Number
- Labor Distribution

Begin or Continue RTO Entry

PWAAPPT immediately takes you to the “Key Block” for an appointment number.

If you would like to create a new RTO, leave the appointment number field blank or clear the field if it is not blank. The system will assign a unique RTO number as you advance to the next block. Make note of the appointment number in case you need to pause or return later before submitting the RTO to HR Operations.

If you would like to access an existing RTO (to see what was done before or to complete an unfinished RTO), enter the number into the appointment number field and advance to the next block. If you don’t know the appointment number, click on the three dots to search for it. You can search based on any of the elements shown.

Detailed Overview of PWAAPPT Tabs

Appointment Tab (In PWAAPPT)

ID

Either enter or search for the UO ID number for the individual. If the employee does not have a UO ID, and this is a new hire, then follow the new hire process not an RTO.

Position and Suffix

Enter the position number. The suffix will fill in automatically, based on the employee's history with that position number. If the suffix changes to 01 because you changed the timesheet org, select the override checkbox and correct the suffix to 00.

Contract Dates

Indicate the beginning and ending dates of the appointment for which funds are currently available. For a 9-month appointment, use the following term dates:

	Regular	Law
Fall	16-SEP-20XX to 15-DEC-20XX	16-AUG-20XX to 31-DEC-20XX
Winter	16-DEC-20XX to 15-MAR-20XX	
Spring	16-MAR-20XX to 15-JUN-20XX	1-JAN-20XX to 15-MAY-20XX
Full Year	16-SEP-20XX to 15-JUN-20XX	16-AUG-20XX to 15-MAY-20XX

Summer wages can be paid to 9-month appointees during the period 6/16-9/15, (5/16 – 8/15 for Law) without further renewal. Please use the Summer Appointment Request (SAR) form in Duckdocs (OnBase) to submit summer appointments and refer to the Summer Appointment Instructions.

Contract Type

There are a number of different contract types actively assigned to university employees. The list below differentiates the contracts from one another providing important information about each:

Non-Funding Contingent Faculty Appointments (Primarily Officers of Instruction)

B Contract

The contract type used for faculty in tenure-related positions. It is issued for a period of three years unless the faculty member agree on a shorter duration.

Faculty members in tenure-track positions who are given timely notice will be switched to contract type BTRM for their final appointment (Faculty Type B20 and regular position number).

D Contract

The contract type used for appointment faculty member into a non-funding contingent, pro tem, visiting, retiree or post doc appointments.

CO Contract

The contract type used for non-promoted career instructional in years one through four of an appointment.

CT Contract

The contract type used for non-promoted career appointments in years five+ of an appointment.

C3 Contract

The contract type used for career appointments that have been promoted.

C4 Contract

The contract type used for funding contingent career appointments that have been promoted.

CL1 Contract

The contract type used for career librarian appointments at the rank of Assistant Librarian.

CL3 Contract

The contract type used for non-bargaining unit, career librarian appointments at the rank of Associate Librarian and Senior Librarian. This contract can be issued for three years at a time.

Funding Contingent Faculty Appointments (Primarily Officers of Research)

E Contract

The contract type used for the appointment of a faculty member into a pro tem or a postdoctoral scholar, visiting, or retiree appointment for which external funds (i.e. grants, gifts, income) provide the main source of funding.

- E contracts are used primarily for researchers but may also be used for the rare funding contingent officer of instruction appointment for a bargaining unit member.

Action

- Select New Appointment for the first Post-Retirement appointment of a Non-TRP retired faculty
- Select Revision if an RTO for this time period has already been submitted and entered by Payroll.
- Select Renewal for any other RTO.

Faculty Type

The faculty type is a combination of the contract type and the EEO skill code (for example, D20). The skill code is assigned by University HR Classification and Compensation, and it should fill in automatically further down on the Appointment Tab.

These are commonly used **faculty types**

- B20 for TTFs
- C20 for Instructional Career
- C420 for Funding Contingent Career
- CL20 for Career Librarians
- DADJ20 for Instructional non-Funding Contingent Pro Tems
- EADJ20 for Instructional Funding Contingent Pro Tems
- DVIS20 for Visiting faculty
- EVIS20 for Funding Contingent Visiting faculty
- E20 for Funding Contingent Research faculty
- PDC4 for a Postdoc going into their 4th year (with extension request noted)
- PDC5 for a Postdoc going into their 5th year (with extension request noted)
- PTME for non-Funding Contingent Pro Tem with a 1 year extension (with extension request form attached)
- PTMFCE for a Funding Contingent Pro Tem with a 1 year extension (with extension request form attached)
- PTME for non-Funding Contingent Pro Tem with a 1 year extension (with extension request form attached)
- PTMFCO for Funding Contingent Pro Tem with Ongoing status (with Ongoing request form attached or previously approved)
- PTMO for non-Funding Contingent Pro Tem with Ongoing status (with Ongoing request form attached or previously approved)
- RTR for Retired Faculty Non-TRP. Faculty type **RTRP** (Retired Faculty TRP) is **not used** on RTOs. TRP appointments are processed via PRF.

Rank and Title

For renewal appointments, Rank and Title will populate from the last appointment.

*******For TTF RTOs ONLY: When the Terminal Degree is Incomplete**

If at the time of the initial hire a tenure-related faculty candidate has not been awarded their terminal degree, the individual shall be issued a tenure-related contract using the classification of Acting. In extraordinary circumstances the Acting classification appointment can be extended beyond the initial one year and with the renewal, the following statement should be included in the "Comments to be included on Contract" box on the Comments Tab:

The classification of Acting will be changed to the classification of Tenure-Track Professor with the rank of Assistant Professor upon completion of the Ph.D. degree requirements. Should completion of the requirements not occur by September 16 (August 16 for Law), 20xx (start of first year), a one-year, fixed-term contract will be issued to you for the period of September 16 (August 16 for Law), 20xx (start of first year) through June 15 (May 15 for Law), 20xx (end of first year). Continuation of this appointment beyond June 15 (May 15 for Law), 20xx (end of first year) is contingent upon actual conferral of the degree by June 15 (May 15 for Law), 20xx (end of first year)

If the individual completes the degree requirements and is issued a certification or statement of completion, the tenure-related contract remains in place. Should an individual who is issued the one-year, fixed-term contract receive the degree during the first academic year, upon the recommendation of the department and the dean, a tenure-related contract with a start date of September 16 (August 16 for Law) of the second academic year will be issued, and the tenure clock will commence effective that date.

Additional Information:

[Tenure-Related Contract Issued with Rank of "Acting" Assistant Professor](#)

[UO Policy Statement 3.140: Hiring of Tenure-Related Faculty Without Terminal Degrees*****](#)

Dept

Indicate the organization code of the department or unit to which the appointee will be assigned.

College/Adm. Unit

Enter the organization code for the major administrative unit in which the appointment is being made. This field will sometimes fill in correctly based on the department/unit in the previous field, but not always.

VP

Leave as None.

Person Tab (in PWAAPPT)

The "Person" tab records information specific to a person, namely name and mailing address. It will populate based on the last appointment.

- **First name, middle initial, last name:** Verify the name is listed accurately.



- **Address:** Notice of Appointments are no longer mailed and are issued electronically. **The address should be left blank or be a university address only.**
- **County Code and Nation Code:** Fill in these fields if possible, using the three dots, however they are not required. Lane County is "020"; the United States is "LUS".
- **Job Location:** 20D is the code for Eugene, 26C for Portland, and 06J for Charleston. If they are not in one of the 3 main campuses, click the three dots to search for the **appropriate city**. If city and state are unavailable select XX and email hrops@uoregon.edu so that they can set up the job location in Banner. **Do not select just a state.**

Pay Tab (in PWAAPPT)

The "Pay" tab records information relating to salary and labor distribution. Some fields are set up to calculate automatically. In other words, if a numerical value is changed in any field, other values are adjusted automatically. For example, a change in annual basis from 9 to 12 will change the hourly rate, the monthly pay, and the budgeted amount; a change in base rate will change the hourly rate, the monthly amount, and the budgeted amount; a change in appointment percent will change the monthly pay and the budgeted amount.

PAY

- **Job Type:** Select Primary, Secondary, or Overload.
- **Timesheet Org:** Fill in the appropriate timesheet org if it does not autofill.
- **Evaluator and Title:** Required for all Funding Contingent, otherwise these fields should be skipped. Enter the name of the employee's supervisor and the supervisor's title.
- **Agency:** This field is required for all Funding Contingent, otherwise it should be skipped. Enter any and all indexes separated by a comma.
- **Annual Basis:** Indicate whether the annual basis (the base period to which actual salary and appointment percentage are compared to is 9-months or 12-months).
- **Base Rate:** Indicate the annual base rate for the annual basis (either 9- or 12-month) at which the person is being appointed. If an annual base rate has already been established for the appointee in the same department, it should autofill.
- **Change Reason:** Click on the search button to see valid choices. The most likely selections are:
 - FIXAR for ProTem, Visiting, Career and PostDoc renewals
 - BREAP for TTF renewals
 - BRETB for starting the first post-retirement job
 - BRETR for renewal of a post-retirement job

PAY DETAILS

- **Begin Date:** This date represents the starting date of the labor distribution or FTE that is entered. This date cannot be modified after it has been input. The only way to correct a wrong Begin Date is to empty the entire block, then refill the empty fields. If you need to empty the block, put your cursor in the End Date; then select “Remove” from the Record pull-down menu. This will remove everything in the bottom sections, including the labor distribution. You can then refill the empty fields.
- **End Date:** This date represents the ending date of the labor distribution or FTE that is entered.

If FTE changes over the course of the renewal, separate begin and end dates can be entered for each term by selecting “Insert” on the right end of the box. The final end date must match the end date of the overall appointment.

Please note that you will need to enter the labor distribution information for each time period.

- **Appt %:** This is the appointment percentage that the employee is at for the time frame listed above it. Enter "zero" if the employee is to be paid on an hourly basis.
- **Monthly:** This is the monthly assigned salary for the time frame listed above it and should automatically calculate.
- **EClass:** Fill in the appropriate Employee Class.

EClass	Usage
Pro Tem and Career	
FA	9 month .5+ FTE
FB	12 month .5+ FTE
FC	9 month <.5 FTE
FD	12 month <.5 FTE
FE	Hourly .5+ FTE
FV	Hourly <.5 FTE
Postdoc	
FK	9 month .5+ FTE
FM	12 month .5+ FTE
FN	9 month <.5 FTE
FO	12 month <.5 FTE
Post Retirement	
FQ	Salaried .5+ FTE
FW	Salaried <.5 FTE
FR	Hourly .5+ FTE
FX	Hourly <.5 FTE

PAY INFO

- **Labor Distribution:** Fill in the appropriate index(es) to pay the employee from for the time frame(s) listed above.
- **Account:**

1010A	TTF
1010B	Non-Funding Contingent Career
1010C	Non-Funding Contingent Limited Duration
1010E	Funding Contingent Career
1010F	Funding Contingent Limited Duration

- **Percent:** Must be entered and add up to 100% in total.
- **Amount:** Budgeted amount (or total to be paid) for the period of the appointment on a particular index. This automatically calculates based on the dates and monthly amount.

Tenure Tab (in PWAAPPT)

The “Tenure” tab records information related to tenure review dates and tenure status. It will be activated and accessible for contract type B tenure-related appointments only.

- **Tenure Credit for Prior Service:** In some cases, a new faculty member is given credit for prior professional experience to be applied toward the period of probationary service required for consideration for indefinite tenure. Indicate the number of years of credit agreed to by the dean or director and the Vice President for Academic Affairs at the time of the initial appointment.
- **Tenure consideration anticipated in academic year:** This is the academic year when the department, school, or college anticipates submitting the promotion and tenure case for the faculty member. For a faculty member appointed with no credit for prior service, this should be no later than the sixth year following and including the year of the initial appointment. If credit is given, take the number of credit years and add a number of years to equal 6 (e.g. 2 years credit plus 4 years = 6 years). In PWAAPPT, enter the academic year using only four digits (i.e. for academic year 2027/2028, enter "2728").

For Example: If the person you are hiring is given 2 years of credit and is starting their tenure-related contract on September 16, 2024, this is what the tenure status section would look like:

Tenure credit for prior service: two years

Tenure consideration anticipated in academic year: 2027/2028

Tenure decision required by: June 15, 2030

- **Tenure Decision Required by Date:** This date will most always be June 15th of the 6th year after the first contract. The few circumstances that this date would be different upon renewal would be if the

date has been adjusted because of leave without pay or extension of the probationary period for medical or childbirth reasons.

Comments Tab (in PWAAPPT)

Comments to be included in contract: Text entered here will appear on the RTO and the Notice of Appointment.

- Include the **CLASSIFICATION** for faculty represented by United Academic.
 - CLASSIFICATION: Tenure Track and Tenured
 - CLASSIFICATION: Pro Tempore
 - CLASSIFICATION: Career
 - CLASSIFICATION: Postdoctoral Scholar
 - CLASSIFICATION: Retired
- For TTF include additional information regarding their major review as needed.
 - *Major review will occur academic year 20xx*
- If hourly, this is where you will also add the following text "Pay to be determined by workload at \$XX.XX per hour"

Comments to be included in VP letter: Not applicable - IGNORE

Internal (UO use only, PRF): Text entered here will appear on the RTO as a comment. This space is provided for the same kind of "remarks" that might be included on a PRF. Could include the courses the individual is going to be teaching. These comments will not be included on the Notice of Appointment the employee receives.

- For Postdoctoral scholars confirm an IDP is on file and include "IDP on file" in the internal comments.
- If the employee is hourly put the anticipated FTE here.

AAOE TAB (in PWAAPPT)

Only the Office of Affirmative Action and Equal Opportunity updates the "AAEO" tab. You can see what is input into that screen by clicking on the tab. Some of the information is displayed on the "Appointment" tab in the "AAEO" box.

If you are doing a renewal of an existing contract, the old posting number and AAEO information will show in the "AAEO Disposition" box on the RTO until AAEO approves the renewal and updates it in the Banner system.

Log Tab (in PWAAPPT)

The "Log" tab acts as a log for a particular RTO. It allows the various units to track the progress of the paperwork. Initiating offices have the option to enter status reports. All other offices are required to enter when the paperwork came in and when it left the office.

Status Tab (in PWAAPPT)

The “Status” tab is accessible to the VP’s office only. However, the information on this tab is displayed on the “Appointment” tab in the “Contract Status” box.

On this tab, the VP’s office records whether a contract has been signed or is still unsigned, and whether or not payroll can be set up for the appointment.

Four “Decisions” are possible:

- *Unsigned* is the default.
- *Signed* indicates that the contract has been signed and returned by the employee.
- *Declined* indicates that a contract was issued, but the employee has chosen not to accept it.
- *Cancelled* indicates that a contract was issued but needed to be cancelled for any reason.

Appointments that are cancelled prior to the issuance of a contract are deleted from the system.

If edits are needed before Payroll has signed off on the Forms submission, email hrops@uoregon.edu to edit the submission.

Departments may cancel an appointment after the contract has been printed (as indicated on the Log Tab) by notifying both Payroll and the appropriate VP’s office. An email explanation is usually sufficient.

Submission

Submit the RTO Packet

Assemble any supporting documentation needed to submit with the completed RTO. The [HR: Request to Offer Upload form](#) requires the following documents:

- RTO PDF printed from Banner, accomplished by selecting the “Tool” option in the top right corner of Banner and selecting “Print RTO”.
- Any approved extensions (like a Pro Tem Ongoing or Extension form) and a CV or resume

On the HR: Request to Offer Upload form the department head/principal investigator and dean/director should be approvers. Once these signatures are complete, the form will go to University Human Resources, then to the Appointment Approver, and finally to Payroll.

University Human Resources reviews the paperwork and issues a Notice of Appointment using the information on the RTO form. Once it is fully processed, the employee will receive the Notice of Appointment via [DuckWeb](#).

- If employees reach out and are unable to view their notices, HR Ops can always email a copy upon request.

Cancellations

If an RTO needs to be canceled prior to the Notice of Appointment being issued, please notify University HR Operations. If it is necessary to cancel an appointment after the Notice of Appointment has been printed (as indicated on the Log Tab), notify both Payroll and University HR Operations. In both situations an email explanation is sufficient.