



Document Title:	Appointment Percent Change Instructions
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1. From the [University Human Resources Website](#), select the Appointment Percentage Change form and you will automatically be navigated to the workflow form at forms.uoregon.edu
2. Fill out the Employee Information box
 - a. UO ID (95 number)
 - b. Email and First and Last Name – entering the employee’s UO email will auto-fill their first and last name. Email is not required; you can leave the email blank and manually enter their first and last name.
 - c. Department – enter the text of the department name; the specific timesheet org or number is not needed.
 - d. Position No. – banner number (B number) for the job from PWIVERI
 - e. Suffix – 2 digit number found in PWIVERI
 - f. Employee Type – select Classified, OA, Temporary, Faculty TTF, Faculty Career, or Faculty Other. Use “Faculty Other” for Pro Tem, retiree, visiting, and postdocs.

EMPLOYEE INFORMATION

UO ID *

Email

First Name *

Last Name *

Department *

Position No. *

Suffix *

Employee Type *

3. Fill out the Job Detail box
 - a. Appointment Percent Change Action – you may increase appointment, decrease appointment, or make multiple changes to appointment percentage. Details on documentation necessary for decrease or multiple changes included in steps 5 and 6.
 - b. New Appointment % – enter the new appointment percent. If multiple changes, enter the first appointment percent change.
 - c. Effective Date – enter the effective date. If multiple changes, enter the effective date of the first change
 - d. Expected End Date – this box is optional and will only be used if the change is temporary. If there is a date entered in this box, payroll will return the appointment back to their previous appointment percent (unless you upload a PAW to indicate multiple changes - see step 6).
 - e. Is this a Temporary FTE Change – “no” indicates that the percentage change is a permanent change to the university's FTE commitment to the employee. If “yes”, you must provide a brief description in the Remarks box. Select “yes” if there are multiple changes.

JOB DETAIL

Appointment Percent Change Action *

New Appointment % *
 %

EFFECTIVE DATE *

Date *

 E.g., 04/02/2021

EXPECTED END DATE

FTE Change End Date: If this field is completed Employee FTE will return to prior FTE for remainder of their current appointment as applicable.

Date

 E.g., 04/02/2021

Is this a Temporary FTE Change *

Yes
 No

If yes, please provide brief description in Remarks. If no, this will be considered a Permanent FTE change.



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4. Remarks – briefly explain reason for change (e.g., “filling in while another faculty member is on leave”, etc.). Adding as much detail as possible will help expedite routing by providing your approvers (dept head, Dean’s office, HR, etc.) with all the info they need without reaching back out.
5. Supplemental Documents Instructions –
 - a. Decreases – attach supporting documentation. Required for all reductions except funding contingent appointments where funding is driving the FTE change. This will generally be a communication from the employee or faculty member requesting the reduction.
 - b. Temporary increases – include a statement from the employee or faculty member acknowledging that this is a temporary increase – this is required for Career faculty impacted by new MOU (<https://hr.uoregon.edu/hr-operations/faculty-specific-topics/career-appointment-percent-changes>).
 - c. Permanent increases – include relevant supporting documentation (optional if sufficient explanation provided in remarks).
6. When do you need a [PAW](#)?
 - a. If there are multiple changes (e.g., someone’s FTE will drop then raise back to a different level than initial appointment).
 - b. If the labor distribution (index) is changing - attach a PAW showing the new labor distribution
7. Click Save to move on to the signature box

Remarks

SUPPLEMENTAL DOCUMENTS

Instructions: Upload PAW if labor distribution also changing or if multiple FTE changes during an appointment period. If FTE is decreasing attach employee request/confirmation (required). If career faculty and FTE change is temporary attach required memo. See PAW

Add a new file

Choose File

No file chosen Upload

8. Click Edit to enter approvers in the first three lines of the Signature Block workflow ONLY. Please do not edit the pre-filled approvers, as this could result in the document not being processed. See Definitions section below for a list of the Signature Role definitions.

Your unit may have unique approvals for documents. Follow what is typically required for your unit following instructions by your Dean or VP office, this form does not modify the signatures established by your unit.

As the submitter of the document, your approval is not required, but if you do not need all 3 approval lines for your unit, you, as the “originator” of the form can put yourself as one of the approvers. Please check with your Dean’s or VP office if you are unclear of who to put at each step.

Signature Block

	Authorization	Name
✎ Edit	Dept Head/Supervisor	
✎ Edit	Unit HRAdmin/Budget	
✎ Edit	*** Dean/Director/VP	
✎ Reassign	*** University Human Resources Review	HR Reviewer
✎ Reassign	*** University Classification and Compensation Review	ClassComp Review
✎ Reassign	*** Appointment Authority	Appointment Authority
✎ Reassign	*** Payroll Processing	Payroll Processor



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If additional approvals are needed, like Provost signature on a document, Human Resources will route to the appropriate appointment authority after their review.

9. "Other Signature Role" and the title will be pre-filled, but you also have the option to choose the signature role from the dropdown menu, or to customize the title.
10. Enter the email or name of the approver (use the UO Find People lookup as needed). As you type, you may see a list of options. Selecting from this list will autofill the approver name. You will need to manually enter if not available on the list.
11. The Message will be prefilled – send as-is, or edit if desired.
12. Click Save to go back to the Signature Block.

13. Repeat the process to assign the first three approvers.

Note: If the document needs to be sent to someone that isn't an approver, you can send them the form through the CC button.

Authorization	Name	Email Address	Signature Status
Reassign Dept Head/Supervisor	Sonia Probst	sprobst@uog.edu	Unsent
Reassign Unit HR/Admin/Budget	Mark Schmitz	mschmitz@uog.edu	Unsent
Reassign Dean/Director/VP	James Mills	jmills@uog.edu	Unsent
Reassign University Human Resources Review	HR Reviewer	hrreview@uog.edu	Unsent
Reassign University Classification and Compensation Review	ClassComp Reviewer	ccreview@uog.edu	Unsent
Reassign Appointment Authority	Appointment Authority	hrreview@uog.edu	Unsent
Reassign Payroll Processing	Payroll Processor	payroll@uog.edu	Unsent

14. After entering your internal unit approvers, select "Send Document" to begin the document approval workflow.
15. Although HR currently saves an electronic copy of this form, if you would like to retain a copy for your files, the best method is to wait until you receive the "signing complete" email notification. This will link you to the completed form with a print button to either "print" as a PDF for digital storage or on paper if you need a hard copy for records.

Definitions

Signature Role Definitions

- *Dept Head/Supervisor*: Supervisor of the employee or the head of the unit.
- *Unit HR/Admin/Budget*: If this is a school or college, this should be an individual in the Dean's office tasked with reviewing or approving documents
- *Dean/Director/VP*: This is the highest level of approver needed for your area. If this is a school or college put the appropriate Dean approver, all other units choose the appropriate delegated authority in the VP office (as required).
- *University HR Review, HR Talent, or HR Classification and Compensation*: Any of these approvals indicate HR has authorized and/or reviewed the submitted documents.
- *HR Other*: HR will be using this role to show they bypassed an approval step that is not needed for the submitted document.
- *Appointment Authority*: If appointment authority is required, HR will assign this role to the appropriate approvers. For example, this includes the Office of the Provost, VP Research, or other authority as assigned.
- *Payroll*: Payroll may mark their task as complete prior to processing in Banner due to timing and workload considerations. If the document is "signed" and you are not seeing the changes in Banner, you can check the status by contacting payroll directly.



Document Control #:	OP-S-0016	Effective Date:	04/22/2021
Version #:	1	Replaces Date:	NEW

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- *Back Office:* Back office tasks are used to take action on a document after it is completely signed, save documentation for personnel files, or other administrative tasks. Units may add additional back office tasks for similar unit purposes.

Other

Browser preferences: If file downloads or you are unable to preview the document, check browser application/adobe settings. Remove the "open certain file types automatically. Preferred browser is Chrome, but the form does work in Firefox, etc.

To turn off in Chrome:

1. Go into Chrome Control Sidebar (3 dots)
2. Settings>Advanced
3. Navigate to Privacy And Security and Click on "Site Settings"
4. Scroll to PDF Documents
5. Disable "Download PDF files instead of automatically opening them in Chrome"

To turn off in Firefox:

1. Options>General>Applications
2. Scroll to PDF Documents
3. Select "Preview in Firefox"