CHANGE EMPLOYEE ID FORM FOR PAID FACULTY

The new Change Employee ID Form for paid faculty was created to assist FIS Users when entering the critical required fields. As a reminder, these fields do not include all required fields which need to be maintained for each Paid Faculty Member. The Required FIS Fields for PAID Faculty Checklist should be used to complete the rest of the required fields.

1. User must enter the original FIS generated ID and click 

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2. The faculty member's name and School will appear along with a blank "Enter New ID" box. Here the user will enter the new PeopleSoft ID they received from UHR.

3. Enter the new ID and the rest of the screen will appear with the first field of "Initial Paid Appt. Date" open.

4. Enter the Initial Paid Appt. Date via the calendar. Note all dates on the form will default with this date.

5. Department is the next field to open. Select department via pull-down. The pull-down list is School specific.

6. Academic Title is the next field to open. Select Academic Title via pull-down. Once the user enters the Academic Title, Academic Rank and date fields will automatically fill in.

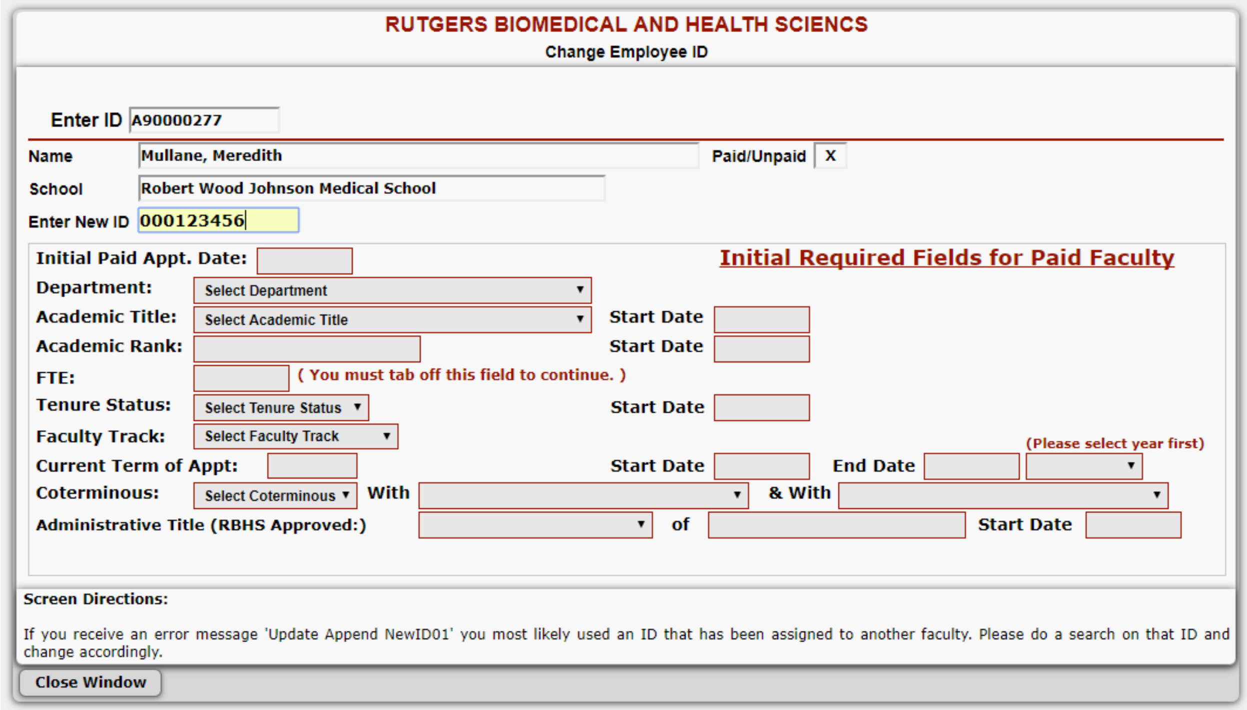
7. FTE is the next field to open. Enter FTE as follows: 1.0 or .5, etc. Note: This field is used to apply other rules in the form and will not be moved to the FTE field on the Position Screen. FTE will come directly from PeopleSoft.

8. Tenure Status will open next. Select tenure status via pull-down. Note: depending on the tenure status selected, the next fields will open based on rules for the selected tenure status. For example, if the user selects Tenured, the form will not allow you to enter a Faculty Track, Current Term of Appt or Coterminous fields and will alert the user if the FTE is less than 1.0.

9. For Non-Tenure Track, the next field to open will be Faculty Track. Select Faculty Track via pull-down. Note: for Tenure Track the Faculty Track will automatically select "Tenure Track" for the user and Coterminous will remain closed.

10. The next field to open for Non-Tenure Track and Tenure Track is the "year" of the end date for the Current Term of Appt. Select the year via pull-down. Once the year is selected the dates will automatically fill in and Current Term of Appt years will be calculated for the user.

11. The last fields to be entered for all tenure status' is the "Administrative Title (RBHS Approved)" field. Once these fields are entered a **Change ID** will appear. Click this button to finalize the form.


RUTGERS BIOMEDICAL AND HEALTH SCIENCS
Change Employee ID
Enter ID A90000277
Name Mullane, Meredith
Paid/Unpaid X
School Robert Wood Johnson Medical School
Enter New ID 000123456
Initial Paid Appt. Date:
Initial Required Fields for Paid Faculty
Department: Select Department
Academic Title: Select Academic Title Start Date
Academic Rank: Start Date
FTE: (You must tab off this field to continue.)
Tenure Status: Select Tenure Status Start Date
Faculty Track: Select Faculty Track
(Please select year first)
Current Term of Appt: Start Date End Date
Coterminous: Select Coterminous With & With
Administrative Title (RBHS Approved:) of Start Date
Screen Directions:
If you receive an error message 'Update Append NewID01' you most likely used an ID that has been assigned to another faculty. Please do a search on that ID and change accordingly.
Close Window

Once the user finalizes the form, all the data will be moved in the appropriate FIS Screens.

NOTES:

1. The Change Employee ID process should be completed within 48 hours of receiving the faculty member's new ID from UHR.
2. Additional Required FIS Fields for PAID Faculty should be completed five (5) days of the ID being changed. This would confirm that all required data to run reports would be accurate within one week of the faculty member being assigned a PeopleSoft Employee ID.
3. CDS and DEA should be entered as soon as it is received. We have many, many clinical faculty missing these fields and they are required for our monthly Compliance Report.

REMINDER:

The fields on this form are only a few select fields that are required. For a complete list of required fields, please see the Required FIS Fields for PAID Faculty Checklist.