New Appointment Objectives (NAPP)

> Note:
Effective 11/5/97, I-9/Foreign National data will no longer be entered and/or updated in this form. The I-9/Foreign National data can be viewed in this form but the information must be entered and/or updated using the new I-9/Foreign National functions AI9F, UI9F, AI9C or UI9C.

See the I-9/Foreign National Functions documentation for information about these new functions.

The New Appointment Objectives [NAPP] is divided into the following actions and upon completion of the New Appointment module, you will be able to do the following tasks:

- Navigate through a New Appointment form.
- Appoint an employee to an unfilled position.

The following screen samples are available as part of the NAPP documentation:

- New Appointment Screen
- Appointment Data Screen
- Salary Budget Distribution Screen
- Source/Destination of Funds Screen
- Personal Data Screen
- Address Data Screen
- W-4 Form Screen
- Tenure Data Screen
- New Appointment Summary Screen
- New Appointment Contents Screen
- Note Pad Area Screen

The contents screen is always displayed when a form is added and prompts the user to enter appointment type, position number, employee class (if position number not entered), home budget (if position number not entered), and employee social security number. Subsequent form
actions (e.g., SUB, APP, CHG) display the contents screen which lists each page within the form and allows the user to access all or selected page(s).

The first five pages of the form (Appointment, Permanent Budget, Personal, Address, W-4) are required for all employees. The W-4 form was included as a page in the IBIS New Appointment form to ensure that all information related to an appointment travelled together through EASY and was approved/rejected/added to the database as the same time.

The last two pages of the form (tenure and notepad) are optional. Again, these are included in the New Appointment form to ensure that all information related to hiring an employee is routed through EASY together.

The basic New Appointment form (without the W-4, and the optional pages) consists of three screens. There is a large amount of data being collected on this form that, if not entered at the time of the appointment, will most likely never be entered for the employee. For this reason, it was placed on the New Appointment form.

**New Appointment Screen**

See the Human Resources procedures section HR-14 of the Policy Manual "Appointing Employees" before starting this form.
Complete the required fields and press **PF8**.

> **Note:**
Position Number will not be required for Non-Academic FT2, RES, WAG; and Academic ADJ, FEL, FT1, FT2, GRD and SCH appointments.

If a position number is not entered, place a 'Y' (Yes) in 'System?' in order for a system-generated position to be created.

"Save" Record Function: This subprogram reads a "save" record for a STN or FT1 appointment with a class of either Tech or STFF. This record is needed for salary information and must exist before the F.O. can approve the form. This record type replaces the old SPSF and STEP forms.

Fields Overlap? and System? will automatically default to "N" (No).

Overlap Position Number should have a "1" as the last digit.

**Example:**
00222-001

> Use **PF1** to select items from specific code sets.

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**Appointment Data Screen**
The screen sample above illustrates the Appointment Data Screen for a FT1 appointment. This screen will vary depending on appointment type (e.g., STN, FT1, FT2, FTM, GRD, FEL, SCH, RES, ADJ).

Complete the required fields and enter (or change) any other desired information; then press PF8 to continue.

> Use PF1 to select items from specific code sets.

Salary Budget Distribution Screen
The Salary Budget Distribution and Source/Destination of Funds screens can be completed anywhere in the approval cycle; however, they must be completed before Financial Officer approval.

If you want to complete this screen now, fill in the Trn Cd field and press **PF8** to continue.

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You can bypass this screen by pressing **PF8** and the Financial Officer will complete this screen.

> Use **PF1** to select items from specific code sets.

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### Source/Destination of Funds Screen

<table>
<thead>
<tr>
<th>Budget</th>
<th>Fund</th>
<th>AR#</th>
<th>Trn Cd</th>
<th>Sal %</th>
<th>Sal Amnt</th>
<th>Net Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>0201514</td>
<td>UP</td>
<td>10010</td>
<td>015</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>0401550</td>
<td>UP</td>
<td>39990</td>
<td>015</td>
<td>100.0</td>
<td>86436</td>
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</tbody>
</table>

**NEXT KEY:**

**NEXT FUNCTION:**

<HELP, MENU, END>
If the Salary Budget Distribution screen has been completed, the Source/Destination of Funds screen will appear.

The required fields must be completed at this time. Press PF8 to continue.

> Use PF1 to select items from specific code sets.

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**Personal Data Screen**
Complete the required fields and enter (or change) any other desired data, then press **PF8**.

Additional signature data information:

- **FT1 Confirm**: is only required for FT1 appointments.
- **MPS Signed**: (Memorandum of Personal Service) is only required for Academic FT1, FT2 and STN appointments.
- **Patent Agree**: (Patent Agreement) is only required for Academic FEL, FT1, FT2, FTM, GRD, SCH and STN appointments.

> Use **PF1** to select items from specific code sets.

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**Address Data Screen**
Complete the required fields and any other desired information, then press PF8 to continue.

The Room: under Physical Office Address and Office Mailing Address must be at least four digits.

**Example:**
2 should be entered as 0002

> Use PF1 to select items from specific code sets.

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**W-4 Form Screen**
Complete the required fields and enter or change any other information, then press PF8 to continue.

- Previous W-4 information may appear. This can be changed.
- A paper W-4 must be sent to Payroll Office. Please write the **NAPP** document number on the paper W-4 form.

> Use **PF1** to select items from specific code sets.

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**Tenure Data Screen**
This screen will *ONLY* appear for academic appointments.

> Use **PF1** to select items from specific code sets.

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**Summary Screen**
This Summary screen will replace the cover screen, after the form has been added.

This provides approvers the convenience of viewing important information about the employee without paging through the NAPP form.

If you want to page through the form, **PF8** will allow you to page through all the screens, one screen at a time.

> Use **PF1** to select items from specific code sets.

**Contents Screen**
This Contents screen will appear after the Summary screen, after the form has been added.

This allows you to select a particular page to view.

**PF8** will allow you to page through all the screens, one screen at a time.

> Use **PF1** to select items from specific code sets.

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**Note Pad Area Screen**
The **Note Pad Area** is where you can put any important information that other approvers will need to know in order to expedite processing of the form.

Press **PF12** to **ADD** the form.

Enter **SUB** (submit) at Form Action and press **PF12**. The form will route through the department's approval path.

> **Note:**
When submitting the form, you will need to enter a UserID at the Next Approver field on the Note Pad screen if the first approver is not a default approver.

Last Revised: 07/22/2003