

# University Reappointment (REAP)

**> 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.**

## **Purpose:**

The **University Reappointment (REAP)** is a new electronic IBIS form that was designed to handle certain reappointment situations at the University that do not meet the definition of a "classical reappointment." The "classical reappointment" is defined as appointing an employee back into the same position in the same administrative area. The current electronic form, RAPP, is used to perform this task. However, there has been a need to reappoint fixed-term employees to other positions in other areas within the university. Since the rules for the RAPP form will not allow this, the new REAP form was designed. The current definition of a reappointment at the University is, "When the employee is rehired to the University less than 18 weeks after his/her previous appointment has ended." Hence the need for REAP since RAPP will not accommodate all situations.

## **Current Process:**

Currently areas use one of the following ways to reappoint employees to a different position. Some areas will send the change through by using the release 1 form, PREC. Our main goal for designing this form is to get away from the release 1 forms. Others areas have been contacting the "sending area" (area where employee is currently working or had just finished working for) and requesting that they initiate one of the other HRCS forms (mostly ARCAs and NPDLs). This form must then go through the "sending area's" approval path and then generate a Z-form

that will then proceed through the "receiving area's" approval path and get the employee appointed to their area. This creates excess work for the "sending area" as well as the "receiving area."

### **New REAP Process:**

The REAP functions similar to the IBIS New Appointment (NAPP/GFSA) form. The screens are identical to the NAPP form. Contrary to the NAPP form, the REAP can update on-line like most of the other IBIS Human Resource forms. The REAP is initiated by typing in REAP on the Next Function line in the IBIS system. Should an area initiate a NAPP for an individual and the individual meets the criteria for a university reappointment, the screen will display a message stating such and will automatically change the form to a REAP form.

### **REAP Screens:**

The REAP screens are identical to the NAPP form. Editing for all fields is also the same as the NAPP form.

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

- [New Reappointment 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 three pages of the form (meal/lodging deduction, tenure, and notepad) are optional. Again, these are included in the Reappointment form to ensure that all information related to hiring an employee is routed through EASY together.

The basic Reappointment 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 Reappointment form.

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# Navigate Through a Reappointment Form

## New Reappointment Screen

```
PF5=TOP, PF6=BOTTON, PF7=BACKWARD, PF8=FORWARD, PF 12=PROCESS
05/22/98                                UNIVERSITY REAPPOINTMENT                                REAP
14:19:06.3                                JWD1

Form Action: ADD                                Confidential (Y/N): Y
                                                Document Status:

Enter Appointment Type: FT2
Home Budget: 01 - 042 - 44 UP
Position Number: _____ - _____    Overlap?: N    System?: Y
Employee Class: ACAD                                Temp Fill?: N    PNA?: N
Appointment Begin Date: 05 / 01 / 1998 OR Semester Begin: _____ thru: _____
Employee SSN: 917 - 55 - 0019

NEXT FUNCTION: _____                                <MENU,KEYS,END>
```

See the Human Resources procedures section [HR-14](#) "Forms To Be Filled Out By and For Each New Regular Employee" in the Policy Manual 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.**

---

## Appointment Data Screen

```

PF5=TOP, PF6=BOTTON, PF7=BACKWARD, PF8=FORWARD, PF 12=PROCESS
05/22/98 UNIVERSITY REAPPOINTMENT REAP
14:22:04.2 APPOINTMENT DATA JWD1

Pos Type: HAdmn: 046 H Bud: 01 - 042 - 44 UP
Class: ACAD
SSN: 917-55-0019 Name: EYES OF MARCH
HRRep#: 240
Pos #: _____ - ____ Overlap?: N System?: Y Camp Loc: UP
Appt Type: FT2 Primary/Secnd: P Wk Unit: NA_
Appt Begin: 05 / 01 / 1998 Appt End: 08 / 01 / 1998
Grade: ____
Rank: A40 Acam/Exec T1: NA_ Acam/Exec T2: NA_
Rank Title: INSTR Dspln: INSTRUCTOR_____ Tenr Elig: X
Job Desc Ttl: View 1-9(Y/N): N
Scnd Title: INSTR INSTRUCTOR_____
Equiv Wrk %: 20.0_ # Credits: 3.0_ Non-Teach %: _____ Non-Credit %: _____
HR85 Appt: N Special Appt: N Sal Plan: 12W
Pay Freq: MNTH Check Sort: 099 Annlz Sal: 54175.00__
Position Sal: Appt Sal: 3000.00__
Pay Budget: 01 - 042 - 44 UP Pay Fund: 10010 MLD: Y
PAY INFORMATION
First PPd#: 11 Last PPd#: 1_ # Cmpltt PPds: 3_
1st PPd Amt: 1000.00__ Last PPd Amt: 1000.00__ Amnt/PPd: 1000.00__

```

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

```

_ 06/02/98                                UNIVERSITY REAPPOINTMENT                Screen 2.0
  14:05:02.2                            SALARY BUDGET DISTRIBUTION                REAP
                                          JWD1
H Admin Area: 082                        Pos #: 04005-000                        Pos Type: P
Home Budget: 06-070-70 DS                New Pos Salary: 50000.00                Pos Status: UN

Temp Pos BA: N                            Old Pos Salary: 20088.00                Obj Code: 174

      Budget   Fund   AA#   Trn Cd   Sal %   Sal Amnt   |   Net Change
1.    0607070 DS  10010  082     10    100.0    ___50000   |   29912.00
2.    _____  _____  _____  _____  _____  _____  |   _____
3.    _____  _____  _____  _____  _____  _____  |   _____
4.    _____  _____  _____  _____  _____  _____  |   _____
5.    _____  _____  _____  _____  _____  _____  |   _____
6.    _____  _____  _____  _____  _____  _____  |   _____
7.    _____  _____  _____  _____  _____  _____  |   _____
8.    _____  _____  _____  _____  _____  _____  |   _____
9.    _____  _____  _____  _____  _____  _____  |   _____
10.   _____  _____  _____  _____  _____  _____  |   _____

NEXT KEY:
NEXT FUNCTION:                                (HELP, MENU, END)

```

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.

**-- OR --**

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.

## Source/Destination of Funds Screen

```

06/02/98          UNIVERSITY REAPPOINTMENT          Screen 3.0
14:06:42.1      SOURCE/DESTINATION OF FUNDS        REAP
                                                       JWD1
H Admin Area: 082          Pos #: 04005-000        Pos Type: P
Home Budget: 06-070-70 DS  New Pos Salary: 50000.00  Pos Status: UN

GENERAL FUNDS: 29912          BA#: 082-00001
AG FED. FUNDS:                Fndg Eff Dte: 07 / 02 / 1997  BA#:
AUXILIARY ENT:                BA#:
UNIV SERV:                    Auto/Bat BA(A/B): A      BA#:
P.L. 94-482:                  BA#:

SOURCE/DESTINATION          Obj Trn   Incr /      Position
                          Budget Fund  Cd   Cd  (-)Decr  RA#   #   Suf   Pos   BA
                          0607070 DS 10010 11B  10  ___-29912 082  ___  ___  Amount Typ
1.                          _____  _____  _____  _____  _____  _____  _____  _____  _____
2.                          _____  _____  _____  _____  _____  _____  _____  _____  _____
3.                          _____  _____  _____  _____  _____  _____  _____  _____  _____
4.                          _____  _____  _____  _____  _____  _____  _____  _____  _____
5.                          _____  _____  _____  _____  _____  _____  _____  _____  _____
6.                          _____  _____  _____  _____  _____  _____  _____  _____  _____
7.                          _____  _____  _____  _____  _____  _____  _____  _____  _____

MORE BUDGETS : N
NEXT KEY:
NEXT FUNCTION: _____ (MENU, KEYS, 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.

## Personal Data Screen

05/22/98 14:22:44.0	UNIVERSITY REAPPOINTMENT PERSONAL DATA		REAP JWD1
Pos #: -000	Pos Type:	HRdmn: 046	H Bud: 01-042-44 UP
Class: ACAD	Appt: FT2	Pr/Se: P	SSN: 917-55-0019
<b>LEGAL NAME</b>			
First	Mid	Last	Suf
EYES _____	OF _____	MARCH _____	_____
<b>SIGNATURE NAME</b>			
First	Mid	Last	Suf
EYES _____	_____	MARCH _____	_____
Sex: M	Birth Date: 01 / 01 / 1950	Marital Stat: U	
Student: N	Ctry Czshp: US	Security Cl: NA_	
Race/Ethnic: WHT	Handicapped: N	Viet/Dis Vet: N	
Prev Yrs Svc: _____	Prev Svc Pds: _____	Seniority #: _____	
<b>HIGH DEGREE INFORMATION</b>			
High Degree: BACC_	Date: 12 / 1981	Inst: _____	
Dspln: _____		Cmnts: _____	
<b>MILITARY SERVICE</b>			
Status: _	Dschg Date: _ / _ / _	Dschg Rsn: NA_	Branch: _
<b>SIGNATURE DATA</b>			
	MPS Signed: _ / _ / _		
FT Confirm: _ / _ / _	Patent Agree: _ / _ / _		Fluent: FL

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.

## Address Data Screen



```

05/22/98                                UNIVERSITY REAPPOINTMENT                                REAP
14:24:12.1                                ADDRESS DATA                                JWD1

Pos #:      -000      Pos Type:      HRAdmn: 046      H Bud: 01-042-44 UP
Class: ACAD      Appt: FT2      Pr/Se: P
SSN: 917-55-0019      Name: EYES OF MARCH

HOME ADDRESS/PHONE
  Street: STREET_____
  City: CITY_____      State: PA      Zip: 29102 9312
  County: 19      Country: US
  Phone: 102 938 - 4810

OFFICE MAILING ADDRESS/PHONE
  Room: 0001_      Bldg Code: WAGNER__      Location: UP
  Phone: 292 923 - 0811

PHYSICAL OFFICE ADDRESS
  Room: 0005_      Bldg Code: SHIELDS_      Location: UP
  Room: _____      Bldg Code: _____      Location: __

Publish Dir: B

```

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.

## W-4 Form Screen

```

W4 INFO ALREADY ON FILE--TO CHANGE, MUST SUBMIT NEW W4 CARD TO PAYROLL
  05/22/98                UNIVERSITY REAPPOINTMENT                REAP
  14:24:53.9                W-4                                JWD1

Pos #:      000          Pos Type:          HAdmn: 046          H Bud: 01-042-44 UP
Class: ACAD          Appt: FT2          Pr/Se: P
SSN: 917-55-0019     Name: EYES OF MARCH
HAddr: STREET          CITY          PA    29102 9312

Taxing Authority: _____
W-4 Marital: S
Exemptions: _____
Fed Add On $: _____
W-4 Date: 01 / 01 / 1997

If employee is requesting exemption from Federal and/or State withholding,
please indicate by entering an 'X' next to the appropriate form(s) being filed:
W-4E: _ (Federal)          RIT-214: _ (State)

----- FOR PAYROLL OFFICE USE ONLY -----
Tax Exempt: 1          Occup. Tax: N          UP Tax Dist: Y          FICA Status: F
Boro: 19001          W4 Verified: Y

```

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 REAP document number on the paper W-4 form.

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

## Tenure Data Screen

06/02/98  
14:08:17.8

UNIVERSITY REAPPOINTMENT  
TENURE

REAP  
JWD1

Pos #: **00024000**      Pos Type: **P**      HAdmn: **004**      H Bud: **04-004-99 UP**  
Class: **ACAD**      Appt: **STM**      Pr/Se: **P**  
SSN: **914-01-0849**      Name: **L0849LASTNAME, F0849FIRSTNAME M0849MIDNAME**

Tenn Elig: **P**

Tenn Unit: **AG**

Prev Cr Tenn: **0**

Tenn Years: **\_**

Tenn Begin: **05 / 05 / 1996**

Tenn Anniv: **07 / 01 / 1996**

Tenn Granted: **\_ / \_ / \_**

This screen will **ONLY** appear for academic appointments.

> Use PF1 to select items from specific code sets.

---

## Summary Screen

```

PLEASE ENTER FORM ACTION
05/22/98                                UNIVERSITY REAPPOINTMENT                                REAP
14:28:48.8                                JWD1
Form Action: SUB Document#: 87509         Unit: MS         Confidential(Y/N): Y
                                           Document Status: NEW

Ssn: 917-55-0019                         Name: MARCH, EYES OF

FROM                                     TO/NEW

Admin Area:
Dept Name:                               OFFICE OF ADMIN SYSTEMS
Home Budget: - -                          01-042-44 UP   Obj Code: 124
Title:                                     INSTR          INSTRUCTOR
Class:                                     ACAD           FT2           P
Grade:                                     NA             NA
Salary Plan:                               Pay Freq:      12W           MNTH
Pay Budget: - -                          Fund:          01-042-44 UP   10010
Appt Salary:                               Hrly Rate:     3000.00
Position #: -                             Admn Area:     -             046

                                           Appt Begin: 05 / 01 / 1998
                                           Appt End: 08 / 01 / 1998
                                           Emp Status: ACT       Pos FTE: 0.200
                                           High Degree: BACC     Tenure: NA
                                           Position Formerly Held By:

**PF 10=BUDGET AMEND**

NEXT FUNCTION: _____ (MENU,KEYS,END)

```

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 **REAP** 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

```

PF5=TOP, PF6=BOTTON, PF7=BACKWARD, PF8=FORWARD,PF12=PROCESS
05/22/98 UNIVERSITY REAPPOINTMENT REAP
14:30:02.5 JWD1

Form Action: SUB Document #: 87509 Unit: MS Confidential (Y/N): Y
Document Status: NEW

SSN: 917 - 55 - 0019 Name: MARCH, EYES OF
Class: ACAD Appt Type: FT2 Object Code: 124
Page 1 - Appointment Data
Pages 2 & 3 - Budget Distributions
Page 4 - Personal Data
Page 5 - Address Data
Page 6 - W-4
Page 7 - Meal/Lodging Deduction
Page 8 - Tenure
Page 9 - Note Pad

Enter Page #: Next Approver: _____
Last Action: ADD Other Forms Awaiting Action (Y/N)? N
Last Action Name: JOHN DIXON
NEXT FUNCTION: _____ (MENU,KEYS,END)

```

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.

## Note Pad Area Screen

```

PF5=TOP, PF6=BOTTOM, PF7=BACKWARD, PF8=FORWARD, PF 12=PROCESS
05/22/98                                UNIVERSITY REAPPOINTMENT                                REAP
14:26:47.0                                JWD1

Pos #:      -000      Pos Type:                HAdmn: 046      H Bud: 01-042-44 UP
Class: ACAD      Appt: FT2      Pr/Se: P
SSN: 917-55-0019      Name: EYES OF MARCH

Note Pad Area: _____
                    _____
                    _____
                    _____
                    _____

LAST ACTION:
LAST ACTION NAME:
NEXT APPROVER: _____

NEXT FUNCTION: _____      (MENU,END)

```

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.