

A retired faculty member is being hired to teach/oversee a course in a modified service capacity.

*Reminder: A PAR is never required to hire retirees.

1. Find AU: Department: Related Actions off AU: Select JM Supervisory Org: DEPT (JM)
Department of XXXXX (Chair Name (UTEID))
2. Related Action > Hire > Hire Employee > Enter
 - a. Supervisory Organization: (should auto fill based on above entry)
 - b. Select Existing Pre-Hire: Enter EID or name
 - c. OK
3. Enter:
 - a. Hire Date: 9/1/XX or 1/16/XX
 - b. Reason: New Position
 - c. Employee Type: Regular Non-Benefits Eligible (Fixed Term)
 - d. Job Profile: Professor (applicable rank at retirement)
 - e. Time Type: Part Time
 - f. Location: Enter location
 - g. Open Additional Information:
 - i. Enter:
 1. Scheduled Weekly Hours: appropriate SWH
 2. End Employment Date: 01/15/XX or XX
 - h. SUBMIT
4. Up Next: Change Organization Assignments: OPEN
 - a. Cost Center: AC14XXXX2901 Department - ROSTER - FACULTY SALARIES
 - b. Funded By: FB14XXXX2901 Department - ROSTER - FACULTY SALARIES
 - c. SUBMIT
5. INBOX: To Do: HCM – Background Check Required
 - a. Complete Background Check in BCA system
 - b. Submit To Do in Workday
6. INBOX: Propose Compensation Hire: Faculty name
 - a. Enter:
 - i. Salary: Amount: \$XX,XXX enter most recent 9-month rate.
 - ii. Additional Information (Open):
 1. End Date: 1/15/XX or 5/31/XX
7. Up Next: Maintain Employee Contract
 - a. Contract Start Date should auto-populate to the effective date of the hire
 - b. Reason: Retiree
 - c. Contract Type: Faculty Modified Service
 - d. Status: Open
 - e. Contract End Date: should be the end of the semester or AY, depending on the length of the assignment.
 - f. Contract Description: Usually should include unit name or 4-digit department code.
 - g. (Optional) Attach fully executed contract – Submit

Auto Generate: Add Academic Appointment

a. Enter

- i. Start date: 9/1/18
- ii. Academic Unit: English
- iii. Employment Position: choose from options
- iv. Track type: Retired Tenured
- v. Reason: New Appointment
- vi. Rank: choose retired rank
- vii. End date: 8/31/2021

Up next: Add Phased Retirement Data - SKIP