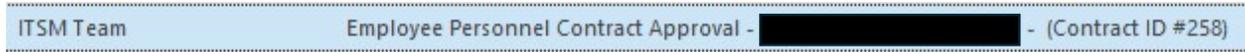


Steps for Approving Power Apps Reappointment NOAs:

1. The email used for the signer will receive an email from ITSM Team with a link that will open the contract for review and approval.



Employee Personnel Contract Approval - [REDACTED] (Contract ID #258)



ITSM Team
To: PVC Personnel

Follow up. Completed on Thursday, May 1, 2025.

Your approval has been requested on the Employee Personnel contract for [REDACTED]. Please follow the link below to review/approve the contract.

[Click Here To View The Contract](#)

2. When the link is clicked, the approver will automatically be taken to that specific NOA contract in PowerApps.
3. As the approver, you will review the information on the contract for accuracy. If something needs to be updated/changed, you will be able to do so.
4. Once you have fully reviewed the contract and are ready to approve it, you will click the active Approve button on your email line.

Status of Signatures

Signer's Position	Signer's Email	Signature Status	Date Sent	Date Approved	Order	
Director	hannah.buerkett@siu.edu	not approved			1	Approve  

- A box will pop up that has an active Approve button and a Reject button. There is also a box to indicate who you are signing on behalf of.
- Click Approve

✕

By clicking the approval button below, you (Hannah Hardcastle) have reviewed and acknowledged that the information in this contract is accurate. If you are signing on behalf of another individual, please indicate that in the text box below.

If you are signing on behalf of someone else, please indicate who you are signing on behalf of:

Sheryl A. Tucker by Hannah Hardcastle

Approve**Reject**

A Green Success bar across the top of the page confirms you have successfully approved the contract.

 You have successfully approved the transaction

Steps for Rejecting an NOA:

1. If a contract requires corrections click on the Reject button.
 - To access the Reject button, you must click the Approve button.
2. There will be a drop-down box with the email addresses of the initiator and other approvers on the contract, and a comment box to enter why you are rejecting the contract.

* Send rejection to:



* Comments on why you are rejecting this contract

Search Waiver has expired, individual does not have approved SP25 hiring permission.

Reject

3. Once you have hit the reject button, save the transaction, and now the Signature Status next to your email in the Signature area of the NOA will say Reject. The Approve button will be activated again, because the contract can still move forward if the reason for rejecting the NOA is resolved.

Signer's Position	Signer's Email	Signature Status	Date Sent	Date Approved	Order	
Director	hannah.buerkett@siu.edu	Reject			1	Approve

4. When the update/correction has been made, an email must be sent to the approver holding the NOA.
 - Click the blue airplane on the signature line of the approver holding the NOA and send them an email saying the corrections have been made and the NOA is ready review/approval.
 - Or send an email through outlook.

Employee NOA for Signature:

Once all of the approvers have signed, the Employee will receive a copy of the NOA (without approver signature/not finalized) in their email for review. Once they review the NOA and feel it is correct, they will click the Approve button in the email.

- The employee can Reject the NOA and provide a comment on why that all previous approvers will receive via email.



Southern Illinois University Notice of Appointment



Microsoft Power Automate <flow-noreply@microsoft.com>

To Hardcastle, Hannah N



If there are problems with how this message is displayed, click here to view it in a web browser.

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.



Approvals | Power Automate

Southern Illinois University Notice of Appointment

Requested by **ITSM Team** <itdashboard@siu.edu>

Date Created Friday, November 8, 2024 1:13 PM



Attached contract must be reviewed before proceeding.

I have read the terms and conditions of appointment stated in the attached document and agree to them.

If you are approving through the Outlook App and your approval is not going through, please try on the web version of Outlook (<https://outlook.office.com>).

Approve

Reject

Get the Power Automate app to receive push notifications and grant approvals from anywhere. [Learn more](#). This message was created by a flow in Power Automate. Do not reply. Microsoft Corporation 2020.

A copy of the completed NOA will be sent to HR. Once HR approves, all parties will receive a finalized, fully signed copy of the NOA for their records.

What the Faculty/AP NOA looks like for their review:

NOTICE OF FACULTY OR ADMINISTRATIVE/ PROFESSIONAL STAFF APPOINTMENT

SOUTHERN ILLINOIS UNIVERSITY

Type of Hire: Rehire	Is the appointee receiving retirement benefits from any State of IL Retirement System? No		
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Last Name	First Name	Middle Name	AIS Number

Effective Date(s):

Academic Year Basis:	Fall Semester	Spring Semester	Intersession Semester 25	Summer Semester 25
If the appointment is less than a full semester, specify dates.		Beginning Date		Ending Date
Fiscal Year Basis:	OR		Beginning Date	Ending Date

Mail code: 6804

Contingent upon verification of eligibility to be legally employed in the United States and administrative approval, including the approval of the Board of Trustees (if required), the above named individual is hereby appointed under the following conditions:

Position ID: C.FA.1234.001	
Employment Category	Faculty
Faculty Summer	9110/9120
Rank or Title (Job)	Assistant Instructor
Department (Organization)	Simmons Law School-SIUC
Building (Location)	Lesar Law Building
Room	145
Supervisor's Name	Angela Upchurch
Included in Bargaining Unit	IEA - NTT Faculty
Appointment Type	Term
Percentage of Time (FTE)	100
CIP Code	
Full-Time Equivalent Monthly Salary**	5500.00

***Appointment type:**

A continuing appointment is one that is automatically renewed each year unless the appointee is given notice as specified in the appropriate personnel policies.

A term appointment is written for a specified period of time. Term appointments may be renewed; however, reappointment to such a position creates no right to subsequent employment or presumption of a right to subsequent employment.

**SIU's payroll system will calculate the actual salary by multiplying the full-time equivalent salary by the percentage of time.

Position ID	AIS Budget Description	AIS Proportions*	AIS Fund	AIS Unit	AIS Budget Purpose	AIS Dept Activity 1	AIS Dept Activity 2	AIS Function	AIS Natural Account
1	SCHOOL OF LAW	100	2010000	21101	272084	00000	00000	11	50000

Special conditions of employment:

TEST - Faculty Member (Hannah) Reject Contract

Other terms and conditions of appointment:

A term appointment may be terminated at any time if the state reduces university funding levels.

If the source of funds for this appointment is an external grant or contract, this appointment is contingent on the availability of funds in the external account.

It is a condition of employment that each appointee agrees to abide by and comply, with any and all applicable United States export control and trade laws and regulations.

I agree that if appointed my terms and conditions of employment will include the laws of Illinois, including Board of Trustees legislation, and all policies and regulations from time to time issued pursuant thereto, all of which will be as much a part of the applicant's employment contract as if set out in full therein, and that such terms and conditions as from time to time amended will continue to govern in any change of assignment or renewal of the appointment.

I hereby affirm that the information which I submitted in consideration for the position to which I am being appointed (including but not limited to resume or application, curriculum vitae, and/or transcripts) is true and correct. I understand that if any of the information submitted in application for this position is a misrepresentation or omission of facts, I may be subject to discharge from this appointment.

I understand that if my position is defined as a security sensitive position, that my continued employment is contingent upon successful completion of any applicable statewide post-employment investigation(s).

I have read the terms and conditions of appointment stated in this document and agree to them.

ADMINISTRATIVE APPROVALS (As required by campus)

Recommendation: I certify that the appointee meets the position requirements and recommend this appointment.

Name: N/A	Title:	Date: N/A	Signed on behalf of: N/A
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Notes from HR

Final NOA from HR with all Signatures

NOTICE OF FACULTY OR ADMINISTRATIVE/ PROFESSIONAL STAFF APPOINTMENT

SOUTHERN ILLINOIS UNIVERSITY

Type of Hire: Rehire	Is the appointee receiving retirement benefits from any State of IL Retirement System? No
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[REDACTED] Last Name	[REDACTED] First Name	[REDACTED] Middle Name	[REDACTED] AIS Number
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Effective Date(s):

Academic Year Basis:	Fall Semester	Spring Semester 25	Interession Semester	Summer Semester
If the appointment is less than a full semester, specify dates.		Beginning Date		Ending Date
Fiscal Year Basis:		OR	Beginning Date	Ending Date

Mail code: 6804

Contingent upon verification of eligibility to be legally employed in the United States and administrative approval, including the approval of the Board of Trustees (if required), the above named individual is hereby appointed under the following conditions:

Position ID: C.FA.1234.123	
Employment Category	Faculty
Faculty Summer	
Rank or Title (Job)	Assistant Instructor
Department (Organization)	School of Chemical and Biomolecular Sciences-SIUC
Building (Location)	Agriculture Building
Room	123
Supervisor's Name	Eric Brevik
Included in Bargaining Unit	IEA - NTT Faculty
Appointment Type	Term
Percentage of Time (FTE)	100
CIP Code	
Full-Time Equivalent Monthly Salary**	6000.00

***Appointment type:**

A continuing appointment is one that is automatically renewed each year unless the appointee is given notice as specified in the appropriate personnel policies.

A term appointment is written for a specified period of time. Term appointments may be renewed; however, reappointment to such a position creates no right to subsequent employment or presumption of a right to subsequent employment.

**SIU's payroll system will calculate the actual salary by multiplying the full-time equivalent salary by the percentage of time.

Position ID	AIS Budget Description	AIS Proportions*	AIS Fund	AIS Unit	AIS Budget Purpose	AIS Dept Activity 1	AIS Dept Activity 2	AIS Function	AIS Natural Account
1	SCHOOL OF LAW	100	2010000	21101	272084	12345	12345	11	50000

Special conditions of employment:

TEST

Other terms and conditions of appointment:

A term appointment may be terminated at any time if the state reduces university funding levels.

If the source of funds for this appointment is an external grant or contract, this appointment is contingent on the availability of funds in the external account.

It is a condition of employment that each appointee agrees to abide by and comply, with any and all applicable United States export control and trade laws and regulations.

I agree that if appointed my terms and conditions of employment will include the laws of Illinois, including Board of Trustees legislation, and all policies and regulations from time to time issued pursuant thereto, all of which will be as much a part of the applicant's employment contract as if set out in full therein, and that such terms and conditions as from time to time amended will continue to govern in any change of assignment or renewal of the appointment.

I hereby affirm that the information which I submitted in consideration for the position to which I am being appointed (including but not limited to resume or application, curriculum vitae, and/or transcripts) is true and correct. I understand that if any of the information submitted in application for this position is a misrepresentation or omission of facts, I may be subject to discharge from this appointment.

I understand that if my position is defined as a security sensitive position, that my continued employment is contingent upon successful completion of any applicable statewide post-employment investigation(s).

I have read the terms and conditions of appointment stated in this document and agree to them.

APPROVALS (As required by campus)

Recommendation: I certify that the appointee meets the position requirements and recommend this appointment.

Name: Michael Hamilton	Title: Dean/Director	Date: 2/13/2025	Signed on behalf of: MH for Dean
Name: Clarissa Terbrak	Title: Provost	Date: 2/13/2025	Signed on behalf of: approved
Name: Hardcastle, Hannah N	Title: Faculty	Date: 2/13/2025	Signed on behalf of: approved
Name: ITSM Team	Title: Other Administrative Approval	Date: 2/13/2025	Signed on behalf of:

Notes from HR

updated CIP code info LHottensen 2/13/2025