

Faculty/AP Reappointment Guide

PowerApps Link: <https://apps.powerapps.com/play/e/default-d57a98e7-744d-43f9-bc91-08de1ff3710d/a/d952ccb7-9a96-4a84-b24f-b14ac52b5cb6?tenantId=d57a98e7-744d-43f9-bc91-08de1ff3710d&sourcetime=1719859064019>

Steps to Initiate a Faculty/AP Rehire NOA contract:

1. When on the PowerApps Home Page, click the Rehire Faculty Or Administrative Professional Contract button in the center of the page.



2. A box will pop up on the screen for you to enter the AIS number of the employee you are completing the Rehire NOA for. Enter the AIS number and hit the Submit button.

A dialog box titled "Rehire Faculty Or AP Contract" with a close button (X) in the top right corner. The text inside says "You have selected to enter a rehire. Please provide the AIS number of the the person you are hiring." Below this is a text input field labeled "AIS Number:" containing the value "12345". At the bottom center is a yellow "Submit" button.

3. The employees' Name, AIS/Emp #, & Mail Code will automatically populate.

Last Name	<input type="text" value="Smith"/>	First Name	<input type="text" value="John"/>	Middle Name	<input type="text" value="Test"/>
AIS/Emp #	<input type="text" value="12345"/>	Mail Code	<input type="text" value="1111"/>	<small>(Campus correspondence will be mailed to this address)</small>	

- If you enter an AIS # for an employee that has separated from the University, this information will not populate.
- Confirm that the correct employee information has populated. If not, click the back arrow in the upper left corner of the contract and start over.



If the correct employee has been selected, but there is incorrect information (Example: wrong mail code), it can be changed in the box.

-Type of Hire is already filled in and cannot be changed because this is only to be used for Rehires.

Type of Hire: New Hire Rehire

-The SURS Annuitant question is marked NO. If the employee is a SURS Retiree, **STOP**. You will need to prepare a paper NOA and submit the hard copy with the SURS paperwork.

Is the appointee receiving retirement benefits from any State of IL Retirement System? Yes No

-If there are any required attachments to the contract, a paper NOA will need to be prepared and submitted.

- Complete the Effective Dates for the Appointment (Academic or Fiscal). You only need to put in the last 2 digits of the year in the coordinating box for Academic Year Basis.

Effective Dates

Academic Year Basis:

Fall Semester 20 Spring Semester 20 Intersession 20 Summer Semester 20

Fiscal Year Basis:

Specify the beginning date Specify the end date

- If the employee is working less than a full semester, click yes, and fill in the required information in the boxes that appear.

Is the appointment less than a full semester? Yes No

Appointment Dates

This section is only for hires that are not working a full semester as mentioned above in the Effective Dates section

Specify the beginning date Specify the end date

- Click the Add Position button to add the employee's position that is being reappointed.

Position Information

There are currently no positions added for this contract. Please click the "Add Position" button to add positions.

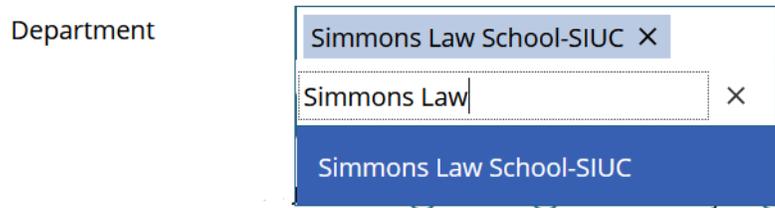
- Complete the required information in the box that pops up for the position being added. Once the Position Information is entered, click the Add Position button in the bottom right corner.

The screenshot shows a form for adding a position. The fields are as follows:

Position ID	C.FA.1234.123	<input checked="" type="radio"/> Faculty <input type="radio"/> Administrative/Professional	
Faculty Summer		Rank or Title (Job)	Assistant Instructor
Department	Simmons Law School-SIUC	Building (Location)	Hiram H Lesar Law Building
Room	121	Supervisor's Name	John Smith
Included in Bargaining Unit	<input type="radio"/> No <input type="radio"/> IEA - Faculty <input checked="" type="radio"/> IEA - NTT Faculty <input type="radio"/> LIUNA - AP		
Appointment Type	<input type="radio"/> Continuing <input checked="" type="radio"/> Term <input type="radio"/> Post Doc		
FLSA	<input checked="" type="radio"/> Exempt <input type="radio"/> Non-Exempt		
Percentage of Time (FTE)	100	CIP Code	
Full-time equivalent monthly salary*	3625.00		

An "Add Position" button is located in the bottom right corner.

- When entering the Department and the Building (Location), start typing in the box and the drop-down will bring up matching information.



8. You will now see the Position Information on the screen. If you need to edit any of the information, you can do so from this screen. You do not need to delete and start over.

Position Information Add Position

Position ID: Faculty Administrative/Professional

Faculty Summer: Rank or Title (job):

Department: Building (Location):

Room: Supervisor's Name:

Included in Bargaining Unit: No IEA - Faculty IEA - NTT Faculty LIUNA - AP

Appointment Type: Continuing Term Post Doc

Percentage of Time (FTE): CIP Code:

Full-time equivalent monthly salary*: 🗑️

9. If the employee has a Non-Paid Position, click Yes, and enter the Non-Paid Position Information. Once the information is entered, click the Add Non-Paid Position button in the bottom right corner.

Non Paid Position Information

Will this contract include non paid position(s) Yes No

Non Paid Position ID: Rank or Title (Job):

Department: Appointment Type: Continuing Term

Add Non Paid Position

- **If the employee has a split appointment, 2 separate Power Apps NOA's will need to be entered. Example: John Smith is 50% Accountancy and 50% Management & Marketing, a separate Power Apps NOA will be done for each 50% FTE appointment.**

- Enter the BP number the employee will be paid from and click the Search button. The BP & BP Description will populate. If this is not the correct BP, re-enter the number in the box and click the Search button again. Once the correct BP is entered, click the Add BP button.

Budget Purpose

272084 Search BP: 272084 BP Desc: SCHOOL OF LAW

Add BP

If there are multiple BP's being used, enter the next number and click Search, then Add BP.

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	50	2010000	21101	272084	00000	0000C	11	50000	
1	PROVOST AND VICE CHANCELLOR F	49	2010000	20101	272009	00000	0000C	16	50000	

Your AIS Portions section does not add up to 100%. Please revise so that the total equals 100% (Currently at 0%)

Enter the AIS Proportion for each BP. You will receive an error message if the proportions do not equal 100.

- Enter the Special Conditions of Employment if necessary.

Special conditions of employment:

Teaching Law 100

- Enter the Signer's Emails. When entering, you must type the signer's email, not their name. Once you start typing, the drop-down box will populate with matching information.

Signer's Email

Status of Signat

An SIU email address must be used for all signers, including the individual being reappointed by the NOA. If the email is listed in the drop-down box, then it is active in the system.

13. Click the drop-down box next to Signer's Position to assign them a position.

Signer's Position

- Faculty
- Employee
- Fiscal Officer
- Dean
- Director
- Vice Chancellor/Chancellor
- Other Administrative Approval

Signature Status

w or exceed 100%

- For AP employees, choose **Employee** in the Signer's Position drop down.

14. Once the email and position are entered, click the Add Signer button.

Signer's Email: pvcpersonnel@siu.edu

Signer's Position: Dean

Add Signer

15. Repeat steps 14 & 15 for all required signers.

16. Once all signers are entered, you can change the order of the signers by rearranging the numbers in the Order boxes and click the save button in the top right corner. Once saved, click the Refresh button. **The Employee will sign last.**

Signer's Position	Signer's Email	Signature Status	Date Sent	Date Approved	Order	
Provost	michael.hamilton@siu.edu	not approved			2	Approve
Faculty	terbrak@siu.edu	not approved			3	
Dean/Director	pvcpersonnel@siu.edu	not approved			1	Approve



Signer's Position	Signer's Email	Signature Status	Date Sent	Date Approved	Order	
Dean/Director	pvcpersonnel@siu.edu	not approved			1	Approve
Provost	michael.hamilton@siu.edu	not approved			2	Approve
Faculty	terbrak@siu.edu	not approved			3	

Refresh

5/1/2025

- You will not be able to send the NOA for signatures until you have saved the contract and made sure that your BP is at 100%.

- Please save this transaction before sending for signatures.
- Please verify that your budget purpose(s) do not fall below or exceed 100%.

SEND FOR SIGNATURES

- If a signer is listed and does not need to be, click the trash can icon to the far right of the signers line you want to delete and then click the save button at the top of the form. Make sure that the remaining signers are in the correct numerical order. If not, rearrange the numbers in the Order boxes and click the save button, then the Refresh button.

17. Once you have saved the contract, the Send for Signatures button will activate, and you can click the button to send the contract to the 1st signer.

Status of Signatures

Signer's Position	Signer's Email	Signature Status	Date Sent	Date Approved	Order	
Dean/Director	hannah.buerkett@siu.edu	Approve	10/17/2024	10/17/2024	1	Approve  
Provost	michael.hamilton@siu.edu	Approve	10/17/2024	10/17/2024	2	Approve  
Faculty	pvcpersonnel@siu.edu	not approved			3	

SEND FOR SIGNATURES

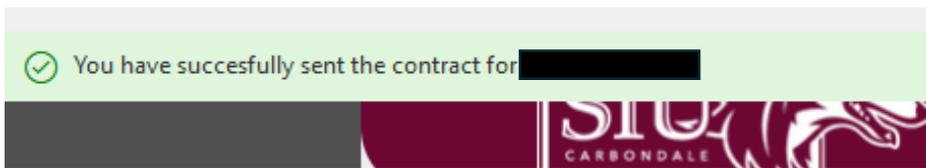
Once the contract is saved the 1st time, the contract number will populate in the upper bar of the NOA.



The initiator will also receive an email that gives the contract number in PowerApps. The signers will receive an email with a link to the contract for review and approval, and the emails will also list the contract number.

- It is imperative that areas keep organized records of the contracts to provide updates as requested.

Once the initiator “Sends for Signature”, they will see a green bar across the top of the screen that says they have successfully sent the contract.



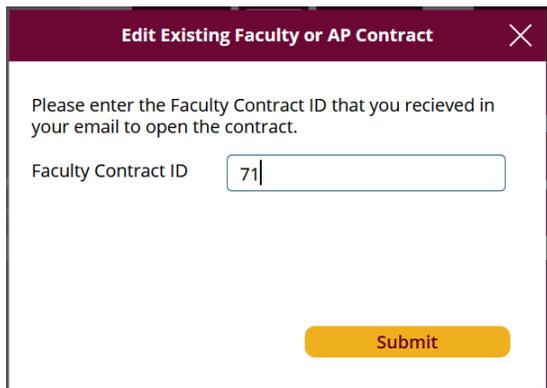
5/1/2025

Using the Contract Number to enter the NOA

To “enter” the contract once it has been sent for approval, click on the Edit Existing Faculty or Administrative Professional Contracts button on the PowerApps home page.



Enter the contract number from the email you received in the pop-up box and click the Submit button.

A screenshot of a PowerApps pop-up form. The title bar is maroon with the text "Edit Existing Faculty or AP Contract" and a close button (X). The main content area is white and contains the instruction: "Please enter the Faculty Contract ID that you recieved in your email to open the contract." Below this is a text input field labeled "Faculty Contract ID" with the value "71" entered. At the bottom center is a yellow button labeled "Submit".

You will be able to edit the contract if needed or check the status of signers for updates.

- If you make an edit to the contract, you will have to click the Save button again to keep the changes.
- If you make an edit to the contract, an email will NOT automatically be sent to the initiator or prior approvers.