

**ADD NEW PERSON EDOC** inputs biographical/demographical data for employees with no prior connection to the University, and assigns a 10-digit University ID number. To determine if someone has a University ID number, a search match must be done using the search field located within the Hire edoc.

**HIRE EDOC** hires and assigns an employee to a position number based on appointment type (AC1-AC4, ACNP, FLP). FTE, salary rate, contract dates (if applicable) and account information are input as part of the edoc.

**MAINTAIN PERSON EDOC** enables you to update an employee's biographical/demographical data when necessary, or to enter I-9 information.

**MAINTAIN PAY RATE** enables you to change an employee's compensation, i.e., increase pay due to change in standard hours. You may also include any funding changes, i.e., change in account, or add an account.

**MAINTAIN FUNDING** is used to change work area or account information. This eDoc is to be used for changes in the funding information ONLY, i.e., change in account number.

**LEAVE OF ABSENCE** is used to identify a period of approved leave without pay, with partial pay, or with full pay. A complete list of leave reasons will appear when selecting this eDoc.

**RETURN TO DUTIES** is completed at the end of the leave period in order to actually return an employee from leave. If the employee fails to return from leave, and needs to be terminated, the Return to Duties edoc must be done before the Termination edoc, and must have the same effective date.

**TRANSFER** is used when a full-time employee is moving from one full-time position to another full-time position. This eDoc is generated by the department that is hiring the employee.

**CREATE ADDITIONAL PAY** is used to process additional pay for an active employee, i.e., academic overload, supplemental pay, academic administrative supplements, and reimbursements.

**MAINTAIN ADDITIONAL PAY** is used to correct, change, or terminate an existing Additional Pay record.

**ADMINISTRATIVE POST** is used to add, modify, or terminate an Academic Administrative Post (title). Note: Edit Admin Posts is available on most eDocs, enabling you to update a title without having to process a separate eDoc.

**RENEW CONTRACT** is used with salary plans AC2, AC3, AC4, WSG, when "hiring" an individual for a new work assignment (i.e., semester) - renewing an expired contract. The employee MUST be returning to the same position, and same pay group when selecting renew contract.

**TERMINATE EMPLOYEE** used for all terminations of jobs, expired additional pay rows, and retirements. The effective date of the Termination should be the first full day they are no longer working in the position and all Administrative Post entries associated with the terminated job should be ended accordingly.